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In The

Supreme Court of the United States

October Term, 1993

NTA GRAPHICS, INC.,

Petitioner,

vs.

NATIONAL LABOR RELATIONS BOARD,

Respondent.

On Writ Of Certiorari To The United States Court Of Appeals For The Sixth Circuit

JOINT APPENDIX VOLUME II

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NOTICE!

DO NOT ATTEMPT TO OPERATE OR SERVICE THIS PRESS UNTIL YOU HAVE READ AND UNDERSTOOD THE INSTRUCTIONS CONTAINED IN THIS MANUAL.

HARRIS V-25

WEB OFFSET PRESS

OPERATING MANUAL

NATIONAL LABOR RELATIONS BOARD

Docket No. 8 RC-13648 OFFICIAL EXHIBIT NO.
Petitioner 1

Illegible ✓

Disposition Received ✓

Rejected ____

In the matter of NTA Graphics Incorporated
Date 7-9-87 Witness Tremonti Reporter __ No. Pages

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HARRIS V-25 OPERATOR'S MA

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SECTION I

DESCRIPTION AND PRINCIPLES OF OPERATION

GENERAL

This manual should be read and understood thoroughly before operating your new press. The various sections of this manual will describe the press itself, the operating controls, operating procedures, maintenance and a troubleshooting chart. The instructions are concise and complete for operation of the press. Recommendations to assure the best care and performance are included. As you read the instructions, keep in mind that maximum performance and service depend on the owner and operator. May we suggest that you practice the step by step instructions to be certain you are familiar with each operation.

DESCRIPTION

The Harris V-25 web offset printing press is a web-fed, blanket-to-blanket, lithographic offset press which simultaneously and continuously prints both sides of the web (perfecting press). Its folder gathers, folds, cuts and counts the printed products and delivers them on a conveyor belt. A V-25 press with the 32-page JF-25 folder and upper former can combine from one to eight printing units, depending upon required printing capacity. These units are normally installed in line. Each unit prints either a standard four-page newspaper or an eight-page tabloid (max. tabloid 6-webs) at speeds up to 25,000 impressions per hour.

When multicolor printing is desired, two or more printing units operate to print successive impressions on a web. Both lateral and circumferential adjustments are provided to assure proper register between impressions.

Printed webs from all printing units move horizontally to a jaw folder. This unit gathers, center folds and cuts the webs. It then half-folds (quarter-folds with quarter-folder engaged) to deliver finished copies. A conveyor transports these copies from the folder.

MILL ROLL STANDS

The V-25 includes a mill roll stand assembly (Figure X1-1) for each printing unit. The roll stand is capable of handling rolls to 36 inches in width and up to 40 inches in diameter.

FIGURE X1-1 – *MILL ROLL STAND*
[Omitted In Printing]

V-25 PRINTING UNIT

Printing is done when the web is fed between the blanket cylinders which simultaneously prints both sides of the web. The ink and water fountains and their associated rollers are housed in the printing unit. Also housed in the printing unit are the individual ink and water fountain drive motors and throw-off control air cylinders for the form rollers. One printing unit is capable of printing four pages of standard one-color print. Each additional printing unit will expand the capability of the press either to print an additional color or to add four pages of one-color printing capacity as desired. Provisions have been made

to silence a printing unit without interrupting the drive to the other units. Each printing unit is supplied with its own control panel. Provision has been made on the work side of the unit to adjust each plate cylinder both laterally and circumferentially. This insures correct back alignment of the printed material. Adjustable compensator rollers are located on the folder side of the unit where the web exits from the printing unit. The compensator provides for correct cutting of the web at the folder. Detailed descriptions of the rollers in the printing unit, the ink and water distributors, and the compensator are given in the paragraphs that follow.

FIGURE X1-2 – *V-25 PRINTING UNIT*
[Omitted In Printing]

PLATE AND BLANKET CYLINDERS

The V-25 printing unit contains upper and lower plate and blanket cylinders (Figure X1-2). The plate cylinders allow for quick plate changes. One, two, or four page (tabloid) plates are locked into position by means of a quick set and release plate lockup. The rubber-faced blanket cylinders transfer plate images from the printing plates to the web. One blanket cylinder acts as an impression cylinder to the other.

BEARERS

Bearers between both plate and blanket cylinder (Figure X1-3) assure long press life, minimize printing unit disturbances and facilitate blanket and plate packing. Correct bearer pressure between cylinders is essential to obtain proper printing pressure for clear, sharp printed

images, The bearer pressure is preset at the factory, will be checked by the erector, and will rarely require further adjustment. Bearer pressure adjustments should not be attempted unless the operator fully understands the system.

FIGURE X1-3 – *PRINTING UNIT BEARERS*
[Omitted In Printing]

INK SYSTEM

Each printing unit has an upper and lower ink fountain (Figure X1-4 Photo). These ink fountains are adjustable through a series of 25 fountain keys which allow the pressman to control ink flow across the plate. Each ink fountain roller is driven by a separate gear motor to provide close control of inking. The inking system consists of one ink fountain roller which rides in the ink fountain, one ductor roller which conveys ink from the fountain roller to the rest of the system – five distributor rollers, two vibrator rollers, and two form rollers.

FIGURE X1-4 – *INK and WATER DISTRIBUTION*
[Omitted In Printing]

WATER SYSTEM

Each printing unit also has an upper and lower water system. This system applies the proper amount of dampener solution to the non-image areas of the plate surface. The dampener solution repels ink, thus enabling the non-image areas to run clean, leaving the printing image sharp and clear. The water fountain roller, which is driven by a motor, collects dampener solution on its surface as it rotates. As it turns, the fountain roller carries

the solution to the cloth covered ductor roller which alternately contacts the fountain roller then the vibrator roller. The solution then is transferred from the vibrator to the water form roller which in turn applies it to the plate. The water system is designed so there is continuous circulation of the filtered solution.

COMPENSATORS

Two compensating rollers and a compensator adjustment (Figure X1-5) comprise the compensator. The rollers and adjustment are located on the folder side of the press unit. When running color, a color image is applied to the web by one printing unit, and the other color is added in the following unit. To insure that the two colors are in register to provide a clear and sharp image, the operator can use the compensator to adjust color register between units. Adjusting the compensating rollers lengthens or shortens the web path thus changing the distance it must travel to the following printing unit. This will cause the image from the first printing unit to change its point of contact with the image at the second printing unit. By observing a finished product and operator can now move the image back or forward as necessary to achieve an exact register of color. The same procedure is used to effect correct cutting of the web at the folder. This procedure may be used to register colors on both sides of the web. To register color on one side of the web, register adjustment must be made through the circumferential register controls on the work side of the press.

FIGURE X1-5 – *COMPENSATOR*
[Omitted In Printing]

INFEED

The web infeed of the press unit (Figure X1-6) is controlled by the infeed lever which engages and disengages the infeed idler roller from the infeed roller. When moved toward the roll stands of the press, it disengages these rollers so that the web can be threaded. When moved toward the delivery end of the press, it engages the web to cause feeding when the press is operated.

FIGURE X1-6 – *INFEED*
[Omitted In Printing]

JF-25 FOLDER

The folder (Figure X2-1) is capable of producing either a standard, tabloid, or quarter-folded product. The folder and quarter-folder are engaged and disengaged by separate clutches on the lower folder assembly. One clutch for the folder assembly, the other for the quarter folder. An electrical counter counts each folded signature.

The standard folding operation begins when the web is routed over the web lead-in rollers, under the gathering roll, over the roller top of former, through the trolleys (where a slitter blade slits the web to tabloid width if desired), and down the former into the nipping rollers. The former folded web (or slit web for tabloid) is pulled around the cutting cylinder by pins spaced across the width of the cutting cylinder. These pins are projected from the cylinder by a cam mechanism to pierce the web and keep the sheets correctly positioned until they pass through the cutting mechanism. The tucker blade on the cutting cylinder tucks the web into the jaw blades of the jaw cylinder, and the cutting knife cuts the former folded

web at the proper point. The jaw cylinder takes the cut-and-folded signature from the cutting cylinder and carries it around and through the hold-down rollers and lays it down on the conveyor assembly or directs it to the quarter folder table. An anti-jam switch is located on the quarter folder frame above the quarter folder feed rollers. In case of a paper jam at this point, the paper pressure against the switch pin will actuate the switch to stop the press. Detailed description of the trolley, the former, conveyor, and quarter folder are given in the paragraphs that follow.

FIGURE X2-2 – *JF-25 FOLDER*
[Omitted In Printing]

TROLLEY

The trolley assembly (Figure X2-2) is located above the roller-top-of-former. The trolley shaft supports three rollers and a slitter knife. The rollers hold the web securely against the roller-top-of-former and the slitter knife slits the web in tabloid operation. Each trolley roller and the knife can be adjusted on the shaft by loosening its clamp bracket. To disengage the entire assembly, the shaft is rotated by a throw-off handle located on the folder frame.

FIGURE X2-1 – *TROLLEY ASSEMBLY*
[Omitted In Printing]

FORMER

The former provides a smooth guiding surface for the web to begin its fold. The web folds over the former and passes through the forming rollers to the nipping rollers,

where it is creased and fed to the cutting and jaw cylinders of the folder.

CONVEYOR

The conveyor assembly delivers the finished product from the folder in a uniform pattern. A counter is also provided to hold every twenty-fifth product to facilitate in counting newspapers. The papers ride on pulley driven belts supported by rollers. The rollers are adjustable to provide for varying number of webs.

QUARTER FOLDER

The heavy duty quarter folder when used becomes part of the folding operation. It provides for quarter-folding of the standard or tabloid signature. The quarter folder is put into operation by engaging the quarter folder clutch, positioning the quarter-fold stripper fingers and removing the half fold cam. When the quarter folder is operating, the signature is routed from the jaw cylinder to the quarter folder through the quarter-fold feed rollers. The quarter folder tucker blade tucks the standard-folded product between the folding rollers where it is quarter-folded, creased, and dropped on the conveyor assembly by the quarter folder fan. A side lay adjustment and an adjustment for the fold rollers are located on the work side of the quarter folder.

V-25 MANUAL

This section described in some detail the electrical controls used in the operation of the V-25 press. The controls

and control functions on this press conform to the American National Standards Institute (ANSI) B65.1-1972 standard.*

The main operating controls for the V-25 are located in the Master Folder Control Panel (Figure X-3-1) located on the work side of the folder; the Unit Drive Station Panel (Figure X-3-2); and the Printing Unit Control Panel (Figure X-3-4) which are both located on the work side of the printing unit. There is also a drive control cabinet with both amperage and voltage indicators for the main drive motor and an indicator light showing power is available to the drive control cabinet.

MASTER CONTROL PANEL (Figure X-3-1)

The Master Folder Control Panel contains those functions necessary to make the press drive motor run in the forward direction. Reversing (an optional feature) of press motion is not possible from the Master Folder Control Panel.

The Master Folder Control Panel contains the following:

> Power Indicator Light: A red warning light indicates that the press is receiving power from the drive control cabinet and is lit when the power switch is ON.

---

* *American National Standards* Safety Specifications for Controls and Signaling Devices for Printing Presses *ANSI B65.1-1972* Available from: American National Standards Institute, 1430 Broadway, New York, New York 10018.

Power ON-OFF Switch: Allows electrical operation of the press. In the OFF position, none of the electrical controls will function.

PRESS DRIVE CONTROL FUNCTIONS

SAFE (Green) – A maintained contact push-button which, when depressed, prevents the press from being started or, when the press is moving, prevents further increase in speed (Speed-lock).

When the press is at a standstill, depressing a SAFE push-button at any station makes it impossible to start or move the press from any push-button station. A steady green safe light at the folder and at the location where depressed will be lit, indicating the press is safe and can be worked on to make adjustments.

Speed-lock occurs when the press is running at a continuous desired speed. Depressing any SAFE push-button will lock the press at that speed and will light the associated green safelight on the unit and folder. This will not permit any further acceleration from the FASTER push-button until the READY push-button is again depressed. The press may be slowed down or stopped independent of the SAFE push-button setting.

READY (Black) – A maintained contact push-button which, when all *READY push-buttons are depressed, establishes those permissive circuits enabling the press to be started. The SAFE and READY push-buttons in a given station are interlocked to release each other.* Any *SAFE push-button prevents starting the press; ALL READY PUSH-BUTTONS MUST BE DEPRESSED TO PERMIT STARTING.*

When all READY push-buttons are depressed while the press is at standstill, the READY lights at all stations will be flashing red, indicating the press is ready to run.

FASTER (Yellow) – A momentary contact push-button located on the folder which increases press speed as long as this push-button is depressed and the press is in continuous run. Continuous depression of the push-button will eventually bring the press to maximum press speed.

Depressing the FASTER push-button during continuous run will cause the press to accelerate smoothly and run continuously at the speed established when the FASTER push-button is released.

When in continuous run and Speed-lock (SAFE depressed), depressing the FASTER push-button will not increase the established press speed.

FIGURE X3-1 – *V-25 FOLDER MASTER CONTROL PANEL*
[Omitted In Printing]

FIGURE X3-2 – *V-25 UNIT DRIVE STATION PANEL*
[Omitted In Printing]

FIGURE X3-4 – *V-25 PRINTING UNIT CONTROL PANEL*
[Omitted In Printing]

SLOWER (Black) – A momentary contact push-button which decreases press speed as long as it is depressed, eventually bringing the press to inching speed. When the INCH push-button is depressed and the press is rotating, simultaneous depression of the SLOWER push-button with the depressed INCH push-button will bring the press into continuous run.

Note: To bring the press to continuous run, depress the INCH push-button which will result in a warning period; then press rotation. *After* the press is rotating in INCH, simultaneously depress the SLOWER push-button, then release both buttons and the press will continue to run. this is the *only* recommended method of bringing the V-25 into continuous run.

Once in continuous run, operation of the SLOWER push-button becomes inoperative at the inching speed and the press can *only* be stopped by depressing the STOP push-button. If the FASTER and SLOWER push-buttons are simultaneously depressed, the SLOWER push-button takes precedence.

INCH (Light Gray) – A momentary contact push-button which, when in the READY mode, moves the press at inching speed as long as the INCH push-button is held depressed.

When all READY push-buttons are depressed, depressing an INCH push-button will cause the audible warning to be sounded prior to press movement. The audible signal allows sufficient time for pressmen to stand clear. Following the warning signal, the press will immediately respond to the INCH push-button as long as it is held depressed. The press will immediately stop when the INCH push-button is released.

Note: Response to succeeding inch operations is immediate without the audible warning signal, but if a permissive period (approximately 4 seconds) elapses between inching operations, the system will automatically reset, reinstating the audible warning signal.

REVERSE (Yellow) – [Optional] A momentary contact guarded push-button which, when in the READY mode, moves the press in a reverse direction at an inching speed as long as the push-button is held depressed.

When all READY push-buttons are depressed, depressing the REVERSE push-button (located only on the Unit Drive Station Panels) will cause the audible warning to be sounded prior to reverse press movement. This audible signal allows sufficient time for pressmen to stand clear. Following the signal, the press will immediately respond to the REVERSE push-button and will continue to run in REVERSE at inching speed so long as the REVERSE push-button is held depressed. The press will stop immediately when the REVERSE push-button is released. REVERSE WILL NOT FUNCTION IF FOLDER CLUTCH IS NOT DISENGAGED.

Note: Response to succeeding reverse operations is immediate without the audible warning, but if a permissive period of approximately 4 seconds elapses, the system will automatically reset, repeating the audible warning signal before the press will respond to the REVERSE push-button. The SLOW push-button will not put the press in continuous reverse.

PRESS PRINTING CONTROL FUNCTIONS

The Master Folder Control Panel contains a series of master printing press controls permitting *remote* control of all unit printing functions. The switches for the printing functions at the Master Folder Control Panel are illuminated rocker switches which control *only* the printing unit whose related functions have been placed in the

AUTO position the Unit Control Panel. When the rocker switch is lit, that printing function is active.

SEQUENCER Switch – A momentary spring loaded, center-OFF switch with a PREPARE and RUN position. If the Sequencer Switch is pushed to PREPARE, all printing functions come on with the exception of IMPRESSION, which is inhibited. If the Sequencer Switch is pushed to RUN, all functions can come on, including IMPRESSION.

The Sequencer Switch is the bottom rocker switch which allows operation of the printing functions by remote control in a pre-established sequence.

Note: The sequence established by the cams can be altered, however, it is recommended that factory settings be maintained unless changed by a qualified HARRIS representative.

Automatic sequential operation of the desired printing functions on any selected printing unit is remotely accomplished when the press is in the READY mode by:

a) (Unit Control Panel) depressing the desired unit printing function rocker switches to the AUTO position, then

b) (Folder Control Panel) depress the desired remote printing function switches to the AUTO position, and then

c) (Folder Control Panel) momentarily depress the SEQUENCER switch to either; PREPARE, if all printing functions except IMPRESSION are desired or; RUN, if all printing functions including IMPRESSION are desired.

Manual immediate operation of the printing functions on any selected printing unit is remotely accomplished when the press is in the READY mode by:

a) (Unit Control Panel) depressing the desired unit printing function rocker switches to the AUTO position, then

b) (Folder Control Panel) depress the desired remote printing function switches to the ON position at which time each unit's selected printing function will operate.

To defeat the automatic remotely energized printing functions, it is necessary to either:

a) depress a STOP push-button

b) push a unit printing function rocker switch desired to OFF, or

c) push the folder printing function rocker switch desired to the OFF position.

Note: The SEQUENCER, when operating in the PREPARE or RUN mode, rotates a cam through a 360° cycle turning on all the printing control functions that have been placed in AUTO. (It should be further noted if the folder's printing function rocker switch is in the ON position, the printing function will come on immediately after the STOP button is released.) If the press is stopped during cam rotation, the printing functions which the sequence cam has gone through will not go back on. However, those functions not completed in the cycle will be completed. It is therefore recommended once the remaining cycle is completed, depress the STOP push-button to turn off those functions subsequently energized.

The Master Folder Control Panel's printing function switches remotely control the unit control printing functions. When each printing function switch is in the AUTO position, all equivalent functions on each selected unit will operate remotely in the sequence established by the cams.

PRINTING CONTROL FUNCTIONS – the printing functions are: WATER FOUNTAIN, WATER FORMS, INK FORMS, INK FOUNTAIN and IMPRESSION. The unit printing function switches are maintained rocker switches in either the AUTO, OFF or ON position and have related switches on the Master Folder Control Panel.

IMPRESSION – The function which brings the two blanket cylinders together and squeezes the web. The IMPRESSION function helps pull the web though the units and is thrown on or off by pneumatic air cylinders.

WATER FORMS – When energized, one water form roller makes contact with and supplies water to the plate cylinder. There is an upper and lower water distribution system with the form rollers thrown on or off by pneumatic air cylinders.

INK FORMS – When energized, two ink form rollers make contact with and supply ink to the plate cylinder. There is an upper and lower ink distribution system with the form rollers thrown on or off by pneumatic air cylinders.

WATER FOUNTAINS – A driven roller in a water fountain distributes water in the upper and lower system respectively. The water fountain rollers, once set by the control knobs do not track with press speed.

INK FOUNTAINS – A driven roller in an ink trough distributes the ink in the upper and lower system respectively. The ink fountain rollers track with and are a function of press speed if the RUN Track) mode is selected.

AUTO Light (Unit Control Panel) – When all the unit printing functions on a given unit, including IMPRESSION, are on AUTO, this unit light is illuminated.

Speed Control Knobs (Unit Control Panel) – These vernier knobs are the ink and water (upper and lower) fountain speed controls. This controls the fountain roller speeds from zero to maximum available speed.

These controls are used to adjust the proper balance of water to ink which eventually reach the plate.

INK, MAKE-READY and RUN (Master Folder Control Panel) is a two position toggle switch.

> When in the MAKE-READY position, maximum power is supplied to the unit ink speed control knobs. The ink speed control knob then controls the unit ink fountains within the range selected on the vernier.
>
> When in the RUN position, a proportional amount of power is supplied to the ink fountain motors in direct relationship to press speed. This varies the ink fountain speed with press speed.

OTHER ELECTRICAL FUNCTIONS

TACHOMETER – Press speed expressed in impressions per hour.

COUNTER – Two counters keep track of total and good papers going through the press. The count difference aids in determining waste paper. A manual ON-OFF switch controls the good count. (Some presses contain only a total counter.)

MOTOR OPERATED SIDELAY CONTROL
(Optional)

For *Single Ended Presses* – Sidelay controls are located on the Master Folder Control Panel. Sidelay motors can be operated only when the press is running.

Roll stand selection is made by the folder mounted rotary selector switch. The switch controls the roll stand number to be adjusted. Below the selector switch is a WORKSIDE-GEARSIDE direction knob which trips back to a neutral position when not held in place. First the ROLL STAND requiring sidelay is selected, then the WORKSIDE-GEARSIDE knob is held in place until the needed lateral movement is complete. When the roll has reached the end of its sidelay travel, automatic limit switches prevent further sidelay movement.

For *Double Ended Presses* – this is an identical operation for sidelay control to that of single ended presses. However, each roll stand has a toggle switch located on the roll stand junction box which permits the roll stand to "select" the folder from which it will be controlled. The pressman must make this selection at the beginning of the run.

WEB BREAK DETECTORS (Optional). The press speed at which detectors become active is adjusted at press installation. No alteration to this system should be made without first consulting with Harris Engineering.

The web break detector, at an active speed, will cause the press to stop if it does not detect a web. A WEB-OUT light on the Master Folder Control Panel will indicate that some detector does not "see" a web, whether above or below the active speed.

A unit web break detector may be defeated, above active speed, only by having the unit IMPRESSION-OFF. Under any other condition, the detector is active and will cause the press to shut down if no web is detected in the unit.

DOUBLE ENDING (optional for ANSI presses only). Selection of the desired double ending configuration is *electrically* achieved by rotating one selector switch mounted on the double ender control box. This box is located on top of the printing unit closest to the center of the press.

WARNING

ELECTRICAL PRESS CONFIGURATION MUST AGREE WITH MECHANICAL PRESS CONFIGURATION AS DICTATED BY THE PRESS LINE SHAFT CLUTCH WHICH IS DISENGAGED. INADVERTENT STARTING OF A PRESS MAY OCCUR BECAUSE ONE "PRESS" MAY BE ELECTRICALLY CONTROLLED FROM "THE OTHER PRESS". IF THIS ELECTRO-MECHANICAL AGREEMENT DOES NOT OCCUR, PROPERLY MATCH THE ELECTRICAL TO MECHANICAL CONFIGURATION.

Operation of the double ending switch electrically divides the press into two completely independent presses with respect to electrical functions. The indicator plate associated with the switch has numbers representing printing units. The switch is positioned *between* the two appropriate printing unit numbers defining the electrical dividing line between the "two presses".

Later serial number presses have a line shaft clutch detection system. This inhibits the press drive from starting unless there is agreement between the electrical "clutch" (double-ending switch) and at least one line shaft clutch which is in the declutched position.

CAUTION – Whenever all units are directed to one folder it is essential that the unused folder power switch be turned off. Failure to do so can result in permanent damage to the unused drive control. In the event that this precaution is not observed, protective circuitry should prevent damage. An indication that this protective circuitry has operated is that the unused drive will not function when an attempt is made to use it to drive the press. The dynamic brake resistor thermal overload circuit breaker must be manually reset.

DUPLEXING (Optional)

On some installations it is necessary to use the combined horsepower of two drive motors to run a large number of units configured as one press.

To accomplish duplexing, a control switch normally located in one of the two drive cabinets must be operated. This switch has three (3) positions –

1 – A center "OFF" position or "simplex" made when the two drive motors run separate presses.

2 – A second position where the left folder control panel becomes the master operating position for both motors.

3 – A third position where the right folder control panel becomes the master operating position for both motors.

When either of the duplex switch positions are selected, both drives will respond simultaneously and in synchronism to any push-button operation.

DRIVE CONTROL CABINET – Contains an ammeter, voltmeter, and a power indicator light. This cabinet is usually located away from the press proper. When the indicator light is energized, power is available to the drive control cabinet.

WARNING

ONLY QUALIFIED ELECTRICIANS SHOULD WORK ON OR NEAR ELECTRICAL COMPONENTS.

SPECIFICATIONS

Printing area ..... 22¼ x 35½ inches
Printing rate ..... 25,000 impressions per hour
Cylinder circumference (cut off) ..... 22¾ inches
Blanket cylinder gap ..... ¼ inch
White roll diameter ..... 40 inch maximum
Plate cylinder undercut ..... .007 inch
Blanket cylinder undercut ..... .070 inch

Register Control:
Sidelay ..... ± 3/16 inch
Circumferential ..... ± ⅛ inch
Size of plate ..... 23⅝ x 36 inches
Plate thickness ..... .009 inches

Size of blanket.....25¼ x 36½ inches
Blanket thickness (includes packing with non-compressible blankets).....073 to .074 inches

Dampening System:
Fountain roller.....Motor-driven
Control.....Infinitely variable (speed not effected by press speed)
Water level control.....Automatic

Inking System:
Fountain roller.....Motor-driven
Control...Infinitely variable trimming (maintains speed ration in relation to press speed)
Number of rollers in ink train.....11

Folder:
Type.....Jaw folder with heavy duty quarter fold
Product...Standard broadsheet, tabloid and quarterfold
Delivery.....Creeping belt

Press Drive:
Power requirements.....220/240 volts, 3-phase AC
Motor.....Variable speed DC (through AC-DC rectifier)
Motor size (1-2 printing units with folder).....30Hp
Motor size (3-4 printing units, with folder).....50Hp
Motor size (5-6 printing units, with folder).....75Hp
Motor size (7-8 printing units, with folder).....100Hp

Length:
One printing unit with roll stand and folder....14'-7¾"
Additional printing units with roll stands.....9'-0"
Width (folder including quarter folder).....7'-8¾"
Height.....6'-8¾"

Weight:
Folder.....4900
Printing unit.....6210
Single position mill roll stand (excluding mill roll)..400

SECTION II

SUGGESTED PRESSROOM SAFETY PRACTICES

Accident prevention is an activity which must be planned, systematic, continual and tailored to individual pressroom needs. Everyone should actively participate, recognize his role and organize himself and his work for a safe environment.

The foremost safety objective is to prevent accidents which could result in injury or death, disrupt production or damage facilities, equipment or property. Today, new materials, processes and higher speed equipment add to the potential accident exposure in the printing industry. To maintain production and reduce injury potentials, accident prevention must be an integrated and equal function of the printing operation.

Legislation from the federal, state or local level dictates many of the requirements which are minimal to reduce personal injury.

In the past it has been found that 85% of all industrial accidents are caused by UNSAFE ACTS and 15% by UNSAFE CONDITIONS. In this instance people appear to be their own worst enemy.

The following is a listing of some of the UNSAFE ACTS or CONDITIONS relating to a pressroom environment and are the usual cause classifications for personal injuries:

UNSAFE ACTS – 85% of accidents

1. FAILURE TO PROPERLY SHUT DOWN EQUIPMENT
   This refers to failure of properly placing the press in SAFE/READY or STOP position when working on the units; or failure to turn equipment off when not in use.

2. FAILURE TO WARN OTHERS OF YOUR INTENDED ACTIONS
   This includes failure to properly signal or display appropriate warnings of an individual's intent to work in an area which may present a danger to him. This can include verbal or printed warning, or use of lights or warning signals. Action should be taken to let others know when you are doing some operation which will possibly endanger them.

3. FAILURE TO WEAR PERSONAL PROTECTIVE EQUIPMENT
   This includes use of foot, eye, hearing and head protection, and other equipment where an exposure may exist.

4. WEARING DANGEROUS ACCESSORIES AND UNSAFE CLOTHING
   Jewelry, wristwatches, loosely rolled sleeves, shirt-tails, ties, belts or other apparel have historically contributed to severe personal injuries around rotating and reciprocating machinery.

5. OPERATING WITHOUT PROPER AUTHORITY
   Operation of equipment or use of tools without proper indoctrination of authority is a major cause of personal injury.

6. OPERATING AT UNSAFE SPEEDS
   Use of excessive speeds or taking short cuts beyond the recognized safe limits of the equipment can lead to personal injury and/or property damage.

7. USING DEFECTIVE EQUIPMENT
This covers use of tools, machinery, or material which may become defective through normal wear, abuse or otherwise made unsafe. Included is improper use of tools and using tools in an unsafe manner for which they were not designed.

8. UNSAFE STORAGE AND OTHER HAZARDOUS CONDITIONS
Overloading of pallets or tables; improper storage of paper rolls and equipment parts or obstructing aisleways unnecessarily triggers accidents. Examples of hazardous conditions could be smoking where flammables are stored; use of solvents which irritate the skin or are excessively flammable; and allowing housekeeping conditions to deteriorate by not cleaning away oil, water, grease, inks, paper, etc.

9. UNSAFE POSITIONS
Those exposures resulting from working in awkward positions which could result in injury. This could involve movement which obstruct the movements of others, or entering an unsafe enclosure with regard to temperature, gas, exposed electrical power lines, or the method of physically handling materials.

10. HORSEPLAY
Improper conduct, such as teasing, abusing, startling fellow workers, playing of practical jokes, quarreling, etc. are another major cause of industrial injury.

11. WORKING ON MOVING EQUIPMENT
Oiling, cleaning and adjusting equipment while it is in motion; working on electrically charged equipment without shutting off the power; or the unnecessary handling of material when in the act of being processed by moving machinery.

UNSAFE CONDITIONS – 15% of accidents

1. LACK OF PHYSICAL GUARDS
   Because of the movement of material through the press, there are some areas which cannot be physically guarded as well as other portions. Operators should be made aware of exposed areas. Equipment should not be operated with the guards removed.

2. INADEQUATE GUARDS
   More often than not, a partially guarded hazard is more dangerous that one that has no guard at all. This may build a false sense of security and someone may fail to take those safety precautions ordinarily needed if no guards were used.

3. MACHINES AND TOOLS
   The condition and maintenance of machines and tools can effect the probability of an accident. They should be checked for wear, repair or replacement depending on the condition and exposure it represents.

4. HAZARDOUS ARRANGEMENTS OF MACHINES AND AUXILIARY EQUIPMENT
   This refers to equipment layout, space allocations for floor and work areas, fire exits and aisles. Tool and material storage, platform and table loads and waste product disposal facilities should be evaluated.

5. ILLUMINATION
   Lighting should be evaluated for need, such as glare, coloration, excessive or inadequate lighting, shadows and contrast.

6. VENTILATION
   Air movement should be evaluated for movement or control of airborne by-products of the printing industry.

7. NOISE
   The exposure to noise levels has been legislated and controls have to be established.

Larger printing houses have organized safety programs to meet their specific needs and many have no program. Control of personal and property losses is important no matter the size of the facility. For this reason, a list of SUGGESTED SAFETY PROCEDURES have been included for your study and application.

As a press operator you have a responsibility to members of your press crew. They should be knowledgable and abide by the safety precautions for your press area. Each member should know where the various SAFE/READY and STOP buttons are located, where the potentially unsafe press areas are, and be made aware how to work safely around the press. New press crew members should be briefed on safety practices and you should set a good example by following your safety practices.

Harris presses have been designed with the elimination of unsafe conditions foremost in mind. There has been a concerted effort to provide safeguards without impairing the function and operability of the press.

This information is designed to provide accurate and authoritative information in regard to pressroom safety considerations. Harris Intertype-Cottrell is not engaged in rendering legal or professional safety and health services. If expert assistance is required in these areas, the services of that of a competent safety and health professional or that of counsel should be sought.

SECTION II A
SUGGESTED SAFETY PROCEDURES

OPERATING PROCEDURES

1. Replace all guards before operating equipment.

2. Do not reach into the press to make adjustments while equipment is running unless it is specified as an "on-the-run" procedure with a warning posted in the instruction and on the press.

3. Do not reach into the folder or delivery areas to make adjustments, remove jams or grab signatures while the equipment is operating.

4. Keep fingers, loose clothing, jewelry, neckties, and long hair clear of nips, slitters, trolley rolls, etc., when operating and particularly when webbing up. (Note: Long hair should be confined when in the press area.)

5. Check for persons, tools or equipment between all portions of the press, i.e., printing units, folder, roll stands, gear and work sides before operating press for run.

6. Unauthorized persons must not operate press and must be kept away from press while it is operating. Appropriate signs should be posted.

7. Head protection should be worn where there is danger from falling and flying objects with appropriate signs posted in designated areas.

8. If operating conditions exist where there are continuous excessive noise levels which cannot be reduced, personal protection equipment should be provided and used. Appropriate warning signs should be posted.

9. Periodically check the plates for any looseness or cracks.

HOUSEKEEPING

1. All platforms, floors, stairs, railing surfaces, equipment, aisleways, etc., must be kept clear of unnecessary obstructions, clean and free of grease, oil, dirt, dust, ink, rags, paper, wearing apparel, etc.

2. Provide storage space for ink cans, tools or other supplies used for press operations where they will not cause obstructions.

3. Mark permanent aisles and passageways.

4. Before starting the press, remove all dead plates, tools and equipment from the press area.

ELECTRICAL

1. Only qualified maintenance personnel should replace fuses and circuit breakers.

2. Use extreme caution around the electrical equipment to prevent fire and electrical shock.

3. Check electrical connections for tightness and bare connections on a regular basis.

4. When electrical equipment is being worked on, circuits should be de-energized before any work is attempted. Switches should be opened and equipment circuit proof tested for de-energization before work proceeds. The lock-out should be removed only by the person who installed it.

5. Keep electrical areas and equipment dry.

GENERAL

1. Do not exceed the established posted building floor loads.

2. Report all personal injuries, no matter how minor.

3. Empty oil pans periodically as needed.

4. Periodically check all bolts for looseness.

SECTION III

MAKEREADY PROCEDURE

GENERAL

Makeready is the organized and systematic setting up and adjusting of the press so that it will efficiently and economically produce a quality product with a minimum of spoilage. It is the procedure followed whenever a new job is put on the machine.

Extreme care must be taken in every step of the procedure to see that it is done properly. Careless, inaccurate adjustments or failure to perform each detail can cause very serious consequences to the job, to the press and to the press crew.

Members of the press crew or anyone performing maintenance on the press should be cautioned to always locate and retrieve any dropped tools or parts before putting the press into motion. This policy can prevent expensive damage to the press. Makeready is a team effort. The head pressman is in charge of the operation. Each member of the press crew is assigned a series of duties to perform. The efforts of the crew must be coordinated if the job is to be done efficiently and in a minimum of time. Some of the steps in the makeready procedure are one-man operations, others are performed by two men working together. You will be assigned your part of the job to be done and will be

responsible for doing it properly and conscientiously.

Safety considerations as outlined in Section II have been built into the makeready procedure for your protection and the protection of your fellow crew members. Follow the precautions to the letter.

Accidents on a large web press like this can be very serious. Safety is everyone's responsibility. Do your part.

The makeready procedure for the V-25 web press has been divided into a sequence of operations. They are explained in detail in the following pages.

PREPARATION FOR THE MAKEREADY

The purpose is to call to your attention the need for organizing the change over from the last job to the new one. This requires planning. It is primarily the responsibility of the foreman of the pressroom and the head pressman.

What paper, ink and other materials will be needed on the job? Are they available? Have they been delivered to the pressroom?

Check the webs through the press and the folder to see that the impositions are correct and that you can get color on the pages where it is required. Check the new press plates to verify the page imposition. Determine where each press plate is to be mounted on the machine and mark it for identification.

If the last job that was run is very similar to the new job coming up, which is generally speaking the case with daily newspaper runs, it is possible that many of the settings on the press can be left as they are. A check list of the things to be done should be filled out so that each member of the press crew is aware of the items to be checked for this makeready. From this it is possible to make assignments. The list will also be useful in checking to see that every step or assignment in the makeready process has received the required attention.

A general clean-up of the press and surroundings should be done after completion of each job. Each man should assume the responsibility for keeping the press area of his regular duties clean. Between jobs and when down time occurs, the head pressman will designate the maintenance to be done. Even if he does not specifically assign maintenance items each time, there is always work to be done.

Any press problems which came up during the last run and require attention should be taken care of *now* while the press is down. Try to determine the cause of the problem and eliminate its reoccurance.

It is essential that maintenance records be kept in order to insure proper intervals of press and press component lubrication.

Operation 1. Mill Roll Stand Preparation

Before the press can be operated, the paper roll must be installed on the roll stand, the press must be webbed and the tension and side lay of the web must be properly

adjusted. NOTE: Electrical sidelay adjustment, which is optional, must be made with the press moving.

ROLL LOADING

Using the overhead chain hoist, unload and load the paper roll (Figure X6-1) as follows:

a. Using the roll chuck spanner wrench, loosen chuck on press drive side of shaft, i.e. the side opposite the brake. (Figure X6-2)

   WARNING: FOLLOW THIS PROCEDURE ONLY FOR ROLL BUTTS. FOR LARGER ROLLS REMOVE ROLL BEFORE LOOSENING CHUCK.

b. Loosen brake assembly and free brake shoes from brake drum.

c. Using the hoist and roll hook, secure hook to shaft and remove shaft and butt roll from stand.

d. Remove roll chuck (side opposite brake drum) and roll core from shaft.

FIGURE X6-1 – *MILL ROLL STAND*
[Omitted In Printing]

e. Insert shaft into new paper roll and reinstall chuck which was taken off the shaft. The paper roll should be positioned on the shaft so the web will feed from the top of the roll to the press.

f. Tighten the chuck and the bolts that clamp the chuck to the shaft.

g. Hoist the roll into position on the roll stand.

h. Clamp the brake around the brake drum and tighten the brake slightly.

Once the work side (brake side) roll chuck has been properly positioned on the shaft, it will be unnecessary to move it unless a different width web is used. Lubricate the roll shaft and bearings in accordance with Figure X-13-7.

FIGURE X6-2

[Omitted In Printing]

FIGURE X6-3

[Omitted In Printing]

a. Set the selector switch on the master control panel (Figure X-3-1) to SAFE.

   WARNING: DO NOT ATTEMPT TO JOB THE PRESS WHEN WEBBING, SERIOUS PERSONAL INJURY MAY RESULT.

b. Check the paper roll for damage, and remove any damaged paper. Make sure that all press lead in rollers are clean and free of dirt and foreign particles.

c. Release the brake tension and route the web over the mill roll stand idler, under the dancer roller, under the roll stand idler roller, and on toward the printing unit (fig. X-6-3). Check that the side of each roll is aligned with the sides of other rolls. If necessary, rotate the roll side lay adjustment handwheel (fig. X-6-1) to get proper alignment. Thread the web through the associated printing unit and on to the folder as directed in the next paragraph. After threading is completed, close the brake shoe assembly and moderately tighten the brake tension adjustment by hand.

WEBBING THE PRINTING UNITS AND FOLDER

After the rolls are mounted on the roll stand, web the printing units from the associated roll as shown in figure X6-3. Do not apply brake tension on the roll until webbing is completed. Proceed as follows:

a. *Single Color Operation.* To web printing units running single colors, refer to figure X6-3. Note that the web is threaded under the idler roller, between the smooth idler roller and the infeed roller (pressure released by operation of the infeed lever), over the knurled idler roller, and between the upper blanket cylinder and the lower blanket cylinder which are off impression. From the blanket rollers, it is threaded over the fixed compensator roller under the moveable compensator roller over the upper lead-in rollers and under the gathering roll. It then passes between the roller-top-of-former and the trolleys (See Figures X2-1 and X2-2) (pressure between rollers is released by operation of trolley lever), over the former, between the forming rollers, between the nip rollers and between the knife and jaw cylinders. After the web is threaded, engage all infeed levers and the trolley lever.

   WARNING: DO NOT HAND FEED PAPER TO THE CUTTING CYLINDER OR ANY NIPPING ROLLERS WITH THE PRESS RUNNING.

b. *Two or More Color Operation.* To web the printing units for printing of two or more colors, refer to figure X6-3. Note that the first printing unit is webbed in the same manner as for single color printing units until the web passes through the compensator rollers. From there it is threaded directly over the knurled lead roller and between the upper and lower blanket cylinders, through the compensator rollers, and either to the upper lead roller assembly or to the knurled lead roller of the next press unit to print a third color.

TENSION ADJUSTMENT

The normal operating position of the dancer roller is approximately vertical in line with the upper idler roller on the paper roll stand. Adjust tension as follows:

a. Start the press and run at a slow speed.

b. With the brake adjustment knob, (see Figure X6-1), adjust the drag on the brake until the dancer roller is in the normal operating position. (Clockwise rotation of the knob will increase the drag, counterclockwise rotation will decrease the drag on the brake).

c. After adjustment is made and the dancer is in the vertical position, proper tension is being applied to the web. It should be noted that as the size of the roll becomes smaller, less brake effort will be necessary.

d. During the run, as the roll becomes smaller, periodic adjustment of the brake will be necessary to maintain proper tension. Less drag will be needed so the brake adjustment knob should be turned in a counterclockwise direction. This will decrease the brake drag and bring the dancer roller back to its normal running position.

WEB SIDE LAY ADJUSTMENT

Side lay of the web (Figure X6-4) should be adjusted whenever a new paper roll is installed.

a. With the press running at a slow speed, the head pressman should observe the web as it passes over the former or visually inspect finished folded products.

b. After making his observation, he should signal back to the man at the roll stands as to which web to adjust and in which direction.

c. The man at the roll stand should then make his adjustment by turning the side lay adjustment handle (See Figure X6-1) in the appropriate direction.

d. The head pressman should then make a second observation and verify the new setting. When dimension $B_1=B_2$ the web is centered on the former.

FIGURE X6-4
[Omitted In Printing]

OPERATION II.
PRINTING UNIT PREPARATION

Preparation of the printing unit consists of: preparing the ink and water fountains, the ink and water rollers, installing the plates and blankets and possibly silencing one or more printing units. Instructions for these preparations are covered in this section. The sequence of operations for starting the press is given in Section IV.

SILENCING A PRINTING UNIT

The design of the main drive portion of the V-25 is such that any printing unit may be placed in a non-operating condition (Figure X7-1) without interfering with the operation of the other printing units. To silence the unit:

a. Stop the printing unit and the folder at the timing mark.

b. Raise the clutch lever located on the gear side of the press at the rear of the unit. The unit is now silenced.

FIGURE X7-1 – *V-25 PRINTING UNIT CLUTCH*
[Omitted In Printing]

FIGURE X7-2 – *V-25 UNIT TIMING INDICATOR*
[Omitted In Printing]

PRINTING UNIT TIMING PROCEDURE

Timing is necessary when a printing unit is engaged after silencing, when engaging the folder, and when engaging the quarter folder.

a. On a silenced printing unit, verify that the unit is on the timing mark. (Figure X7-2) (Timing mark located on blanket cylinder journal with pointer on the side frame.)

b. INCH press over until the folder timing points are aligned.

c. Set the mode control switch to SAFE.

d. Re-engage the printing unit by moving the clutch lever down. It may be necessary to rock the line shaft with the barring lever to align clutch gear teeth.

PROTECTING PRESS PLATES

If the press plates are to [sic] set for more than 15 minutes protect them with gum as follows:

> WARNING: MAKE CERTAIN FINGER GUARDS ARE IN PLACE BEFORE PROCEEDING WITH THIS OPERATION OTHERWISE SERIOUS PERSONAL INJURY MAY OCCUR.

1) Using a damp gum sponge, dip into gum and INCH press over, go over entire plate surface twice.

2) Smooth down the gum using a wipe rag leaving no streaks.

3) Wipe the bearers clean, then idle the press to let the gum dry.

NOTE: When washing-up and press is webbed, it is recommended the folder be disengaged.

a. INCH the press around slowly until the timing marks located on the blanket cylinder are in line with those on the frame.

b. Disengage the folder by pulling the main folder clutch of OFF.

WASHING INK ROLLERS WITH WASH-UP DEVICE

1. Put press on SAFE, Ink motor switch on OFF. All impression and form switches should be in the OFF position. Folder should be disengaged.
2. Install wash-up device in printing unit on brackets provided. Adjust wash-up blade to the vibrator roller so that it is even across the width of the vibrator.
3. Remove SAFE and run press at slow speed.
4. Apply wash-up solution to the ink rollers. The ink will be washed from the rollers and picked up on the wash-up blade.
5. Continue to run the press at a slow speed until the rollers are clean and the solvent is removed.
6. STOP the press, put the SAFE on and remove the wash-up device from the press.
7. Clean the wash-up trough.

WASHING INK ROLLERS WITHOUT
WASH-UP DEVICE
(Cleaning up on a web)

1. Put ink motor switch on OFF. Folder engaged.
2. Start press and run at a slow speed.
3. Put ink form rollers and impression ON. Apply solvent to the ink roller train. Continue to apply solvent until ink is removed from ink rollers. Continue to run

press until ink rollers are dry. Ink will pick up on web passing through press.

INK FOUNTAIN WASH-UP

a. Remove all ink from the ink fountain. (Figure X7-3) Back off ink keys INCH press until the ductor roller moves away from the fountain roller. Place press on SAFE.

b. Place bar in fountain base, loosen hinge bolts, and lower fountain to stops.

c. Clean fountain and seals thoroughly.

d. Lubricate fountain seals with film of grease before closing fountain.

NOTE: The fountain seals are set to the fountain with .001" to .002" clearance. Less clearance than .001" can overload the fountain motor while excess clearance can cause ink leakage.

CLEANING THE BLANKETS

a. Mode switch should be set to READY. All control switches should be OFF.

WARNING: MAKE CERTAIN FINGER GUARDS (FIGURE X7-4) ARE IN PLACE BEFORE PROCEEDING THIS OPERATION OTHERWISE SERIOUS PERSONAL INJURY MAY OCCUR.

FIGURE X7-4 – *V-25 UNIT FINGER GUARD (LOWER GUARD NOT SHOWN)*
[Omitted In Printing]

b. Cover the lower ink fountains.

c. Wash the upper blanket first using a clean rag and blanket wash.

d. INCH cylinder over being sure to clean the blanket thoroughly. Remove all ink, gum and lint.

e. Dry the blanket with a clean cloth and wipe all bearers clean.

f. Repeat same procedure on lower blanket cylinder.

INKING SUPPLY PREPARATION

Preparation of the ink system includes: filling the ink fountains, setting the ink fountain blades, controlling the ink fountain roller speed, and inking the rollers.

FILLING INK FOUNTAIN

Fill the ink fountain with the quantity of ink needed for the run. Be sure the ink is spread evenly across the width of the ink fountain. (If the fountain has ink in it from a previous run, be sure to stir its contents before starting up).

INKING THE ROLLERS

Preset fountain keys for .002" to .003" clearance. Fill the ink fountain.

1.) Flip the ink switch on the master control panel to "MAKEREADY".

2.) Run press at a slow speed with folder disengaged, impression OFF, and form rollers OFF.

3.) Turn each ink fountain motor switch to the ON position and set the speed control knob at a low setting.

4.) Allow motors and press to run until all the rollers have picked up a thin film of ink.

SETTING INK FOUNTAIN BLADES

The quantity of ink carried by the ink fountain roller is determined by the clearance between the fountain roller and the ink fountain blade. (Figure X7-3) This clearance is regulated by a series of thumbscrews on each ink fountain. The initial clearance between the ink fountain roller and the ink fountain blade is set at 0.002 inch nominal. However, each run will require adjustment of this clearance because of differences in plate image areas. If one side of the plate contains a larger image area than the other, it will require more ink. This requirement of more ink than can be met by increasing the space between the fountain blade and roller, by adjusting the thumbscrews.

FIGURE X7-3 – *INK FOUNTAIN ASSEMBLY*
[Omitted In Printing]

The fountain blade setting is adjusted by the following procedure when the press is running:

1. Visually examine a printed copy. Take note of areas where too much or too little ink appears.

2. Once these areas have been recognized, determine which unit they are being printed on and their position on the plate cylinder.

3. Then, go to the appropriate ink fountain (upper or lower) and make the necessary thumbscrew adjustments. Turning the thumbscrews to the right (clockwise) decreases the amount of ink, and turning them to the left (counterclockwise) increases the ink flow to the ink ductor roller.

CHANGING INK FOUNTAIN ROLLER SPEED

A general rule to follow when setting the ink fountain roller speed is: "The heavier the concentration of ink required, the faster the fountain roll speed should be". The ink fountain roller turns in proportion to the speed of the press. This proportionate increase in speed is adjusted by the speed control knob located on the unit control panel. Turning the speed control knob clockwise increases the speed of the fountain roller. Increasing the fountain roll speed increases the amount of ink delivered to the plate all across the unit.

DAMPENING SUPPLY PREPARATION

Preparation of the dampening system includes: preparing the dampener fountain solution, and moistening the dampener rollers.

The operator must obtain the correct ink-water balance to provide the desired image. The proper amount of moisture is the least amount possible to keep the non-image areas clean. Running too much moisture will cause undue emulsification of the ink which results in a gray washed-out copy.

a. Fill the water tank, located on the gear side of the unit, with solution. Prepare the solution following the directions as given by the manufacturer of the chemicals which are added to the water. (Each water tank normally provides water to (2) printing units. With one unit not in operation, the flow of water to the pan may be shut off. A valve on the line which supplies water to the pan is provided for this purpose).

b. Turn each water fountain motor switch to the ON position and set the speed control knob at a low setting.

c. Start the press. Run at slow speed with impression and form rollers in the OFF position.

d. Allow the press and dampener rollers to run until they have picked up enough moisture so they feel moist against the back of the hand.

NOTE: The fountain solution should be drained from the water trays whenever the press is to remain idle for more than a few hours. A solution which will not harm the dampener fountain roller under normal conditions could possibly cause some pitting if the rollers were allowed to stand in the solution for an extended period of time.

PREPARING NEW PRESS PLATES FOR MOUNTING

PLATE HANDLING CAUTIONS

The edges of the plate can be sharp. Be careful. If the edges of the plate are burred, remove the burrs with a file to prevent damage to form rollers, dampeners, and blankets. Careless handling of press plates can cause kinks and ruin the plate. Keep the plate dry. Don't remove the protective sheet of paper, if supplied.

MAKING THE PLATE LOCKING BENDS

Plates are received from the plate room after being exposed, developed and gummed. The plate bending fixture (Figure X7-5) is used to accurately make the leading and trailing edge bends.

1. Make sure the plate bender work surface is clean and dry.

2. Using the plate locking handle, raise clamping bar.

3. Raise the stop bar until it locks in the up position.

4. Take the developed plate placing it etched side down leading edge (bottom of page) first. Place it into the bender under the clamping bar until it locates against the stop bar.

5. Lock plate into position using the plate locking handle and lower the stop bar.

6. Swing break bar around thus putting first bend on plate.

FIGURE X7-5
[Omitted In Printing]

7. Release plate and repeat above procedure for opposite edge of plate (top of page). Swing the break bar up enough to bend the plate so the bend angle is approximately 150°.

8. Raise stop bar and release plate.

9. Slide plate forward until second bend locates against the stop bar. Lock plate into position and lower stop bar.

10. Swing break bar around bending plate approximately at a 32° angle.

11. Unlock and carefully remove plate from bender. (Figure X7-6) Plate is now ready for installation on printing unit. Handle plates carefully to prevent damage to the bends.

WARNING: MAKE CERTAIN FINGER GUARDS ARE IN PLACE BEFORE PROCEEDING WITH THIS OPERATION OTHERWISE SERIOUS PERSONAL INJURY MAY OCCUR.

FIGURE X7-6

[Omitted In Printing]

REMOVING THE PRESS PLATES

1. If plates are to be reused be sure they have been properly gummed and the blanket washed and dried.
2. Stop units and folder at the timing marks. Disengage folder.
3. Set mode switch to READY. INCH press until gap of plate cylinder is to your front. Put press on SAFE.
4. Insert 1/4" allen "T" wrench in set screw on reel clamp and loosen both work and gear side. (Figure X7-7)
5. Take a 1 1/4" wrench and release plate by rotating plate reel rod.
6. When trailing edge of plate is free, hold it up nearly vertical while another crew member bars, by hand, the unit over in the reverse direction. (Figure X7-8)
7. Removing the lower plate is done the same way except the plate trailing edge is pulled down rather than up.

CLEANING THE PLATE CYLINDERS

The plate cylinder must be absolutely clean. This includes both the metal cylinder surface under the plate as well as the bearers and gutters. These cylinders should be cleaned every time a plate is removed from the press. It is part of every makeready procedure.

1. Wash the plate cylinder using press-wash to remove all foreign material. DO NOT USE ABRASIVES!

2. Be sure to clean and carefully wipe off the bearers and gutters of both the plate and blanket cylinders.

3. Wash the blanket again to remove any dried ink or foreign material that may have dropped on them.

FIGURE X7-7
[Omitted In Printing]

FIGURE X7-8
[Omitted In Printing]

MOUNTING THE PRESS PLATES

1. Place mode selector switch to READY. INCH press over until the plate cylinder gap is directly in front of you. (Figure X7-9)

2. Be sure finger guards are in place between the plate and blanket cylinders.

3. Put a 1¼" wrench on the reel rod extension and turn until the reel rod slot is centered in the plate cylinder gap. Put cylinder impression ON.

4. INCH the press until the plate cylinder gap is about 2" from the blanket cylinder. Put SAFE on.

5. Insert the leading edge of the plate into the cylinder gap. (Figure X7-10, View 1) Hook bent leading edge over the leading edge lip of the plate cylinder, (on the top plate cylinder the lip is on top and the plate is pressed up to seat it firmly. On the bottom plate cylinder the press plate is pressed down to seat it over the lip). (See Figure X7-9) Be sure to center plate.

6. Continue to hold and slightly pull the tail end of the plate. INCH the press slowly for one complete revolution. When the plate cylinder gap is again exposed

directly in front of you, stop press and put SAFE back on. (Figure X7-11)

7. Insert the bent tail end of the plate into the reel rod slot. (Figure X7-11, View 2) Two men work together press and hold the tail end plate bend firmly into the reel rod slot. The man on the operator side of the press applies a 1¼" wrench to the reel rod extension and slightly tightens the plate.
8. Check to see that the ends of the plate align and seat properly in the groove.
9. Once satisfied, tighten the reel rod. (Figure X7-11, View 3)
10. Using a ¼" allen "T" wrench, tighten the set screws on the reel rod clamp, both work and gear sides.
11. Revolve the plate cylinders several revolutions with the impression ON. Recheck and tighten the plate further if necessary.

FIGURE X7-9
[Omitted In Printing]

FIGURE X7-10
[Omitted In Printing]

FIGURE X7-11 – *INSTALLING THE PLATE*
[Omitted In Printing]

BLANKET REMOVAL AND INSTALLATION

REMOVING THE BLANKET

1. Remove the web from unit (Figure X7-9) and rotate the blanket cylinder gap until it is facing you. Put press on SAFE. Cylinder impression should be OFF.
2. Remove the finger guard between the plate and blanket cylinders.

3. Disengage ratchet by applying pressure on ratchet pawl. (Figure X7-12) Take a 1" wrench and rotate the reel rod to a position so as to release the trailing edge of the blanket. Pull the trailing edge out of the slot.

FIGURE X7-12
[Omitted In Printing]

4. Upon freeing the trailing edge, work the leading edge of the blanket free.

5. Take the press off SAFE. Holding the leading edge, INCH the blanket cylinder over one revolution. Remove the old blanket.

6. Clean the cylinder surface with press wash. Check carefully to see that there are no particles of dirt or foreign material sticking to the cylinder. Wipe the cylinder dry and apply a thin film of oil to protect the surface.

FIGURE X7-13
[Omitted In Printing]

FIGURE X7-14
[Omitted In Printing]

MOUNTING THE BLANKET AND PACKING

1. Make sure that the blanket cylinder is clean and dry.

2. Select packing sheet(s) of the proper thickness. The size of packing is 36" wide by 22½" long. It may be cut on the cylinder if necessary. (Figure X7-13)

3. Apply a bead of spray on glue to the leading edge of the cylinder and afix the packing edge. (Figure X7-14)

4. Take the press off SAFE. INCH the press over for one revolution.

5. Return press to SAFE. Cut the packing even with the gap on the trailing edge. Do not glue the trailing edge.

6. Take the new blanket and insert it into the leading edge of the gap. (Figure X7-15, View 1) Hold the blanket into position by catching the metal edge with the flat on the reel rod. Check to see that the packing sheet is centered and parallel with the side edges of the blanket.

7. Take the press off SAFE. INCH the cylinder over one revolution holding the trailing edge. Return to SAFE.

8. Apply grease to the blankets trailing edge prior to tightening. The grease reduces friction between the rubber surface of the blanket and cylinder. The blanket will also conform better to the cylinder.

Insert the trailing edge bar into the slot on the reel rod. (Figure X7-15, View 2) Check to see that the bar is square in the reel rod also check to see that the leading edge is trapped in its proper position.

Begin to take up on the reel rod to draw the blanket tight around the cylinder. (Figure X7-15, View 3)

Replace the finger guard between the plate and blanket cylinders.

To iron the blankets out and properly seat them, the press is run with impression ON for a short time.

Stop the press. Rotate the blanket cylinder so the gap is facing you. Put the press on SAFE. Check the blanket and retighten the reel rod. Also check the blanket for uniform tension. When thumped with the hand the blanket should have the same sound across the width of the blanket.

If a gage is available, check the blanket for the correct printing height. This should be about 0.003 inch above bearers.

REGISTERING PRINTED IMPRESSIONS

The position of the printing on each side of the web must be in relation to one another. This is back-up register. The margins, head, foot, and side must be uniform on both sides of the paper throughout the signature.

SIDE REGISTER ADJUSTMENT

1.Check that the side margins are even (Figure X7-16) and opposite each other on both sides of the web. If the impression of the upper printing cylinders (plates) are off-center, adjust the upper plate cylinder (Figure X7-17) using the special

FIGURE X7-15
[Omitted In Printing]

wrench provided to shift the position of the plate cylinder and move the printed impression into proper register. Clockwise rotation will shift the impression toward the gear side of the printing unit, counterclockwise toward the workside.

2. If the lower plates are off-center, adjust the lower plate cylinder as described above.

3. Both upper and lower impressions should now be in lateral register.

FIGURE X7-16
[Omitted In Printing]

CIRCUMFERENTIAL REGISTER ADJUSTMENT

If the upper impression does not coincide with the lower impression (Figure X7-18) the impressions can be aligned by rotating the circumferential register caps (Figure X7-17) with the special wrench provided. Clockwise rotation of the upper register cap will advance the upper impression while clockwise rotation of the lower cap retards the lower impression.

COMPENSATOR ADJUSTMENT

Compensators either lengthen or shorten the distance of web travel (Figure X7-19) and thus control the lengthwise location of the webs for accurate association and uniform cut-off register.

1. Check the register by taking a finished product and visually examine the cut-off. (Cut-off register is related to web-to-web register. Unless the webs are properly associated one over the other, the cut-off will not produce uniform head and foot margins on each page).

2. Determine which web is not in register and the unit it is being printed on.

FIGURE X7-17 – *V-25 REGISTER CONTROLS*
[Omitted In Printing]

3. Make the proper adjustment at that unit's compensator. (Figure X7-20)

   A. Turning the adjustment knob clockwise will lengthen the web path.

   B. Turning the adjustment knob counterclockwise will shorten the web path.

4. Recheck to verify new compensator setting.

FIGURE X7-18
[Omitted In Printing]

FIGURE X7-1
[Omitted In Printing]

FIGURE X7-20 – *V-25 UNIT COMPENSATOR*
[Omitted In Printing]

NOTE: Cut-off register during the entire press run is maintained by checking and adjusting the compensators.

OPERATION III.

FOLDER PREPARATION MAKEREADY ADJUSTMENT

SILENCING THE FOLDER

A clutch is provided on the folder to disengage it from the press. The clutch makes it possible to operate the printing units independent of the folder during the press makeready, inking-up and wash-up. The folder clutch is located on the workside of the folder gear case (Figure X8-1). To silence the folder:

a. INCH the press over to the point when the timing mark on the jaw cylinder and the pointer align.

b. Put press on SAFE.

c. Pull the folder clutch handle out and rotate to bottom detent. Folder is now silenced.

FOLDER TIMING PROCEDURE

Timing is necessary when the folder clutch is engaged after silencing.

a. Check to see that the timing points of the folder are aligned. (If the points are not aligned, engage the folder clutch and INCH the press over until the folder timing points are aligned. Disengage the folder, clutch. If the folder was disengaged on the marks, this step is not necessary).

b. INCH the press over until the timing points on the press are aligned. Put press on SAFE.

c. Engage the folder clutch. The press is now timed for standard operation.

FIGURE X8-1 – *FOLDER CLUTCHES*
[Omitted In Printing]

HOLD DOWN ROLLER ADJUSTMENT

The hold down roller setting (Figure X8-3) is determined by the number of webs to be run. If the number of webs is increased, the clearance between the hold down rollers and the jaw cylinder must be increased. The proper setting exists when a drag is felt with the signature between the jaw cylinder and the hold down rollers.

a. Inch the folder over until a folded product is between the jaw cylinder and the hold down rollers.

b. Return to SAFE. Pulling the paper end, test for the amount of drag which exists by pulling on the paper.

c. If an adjustment is required, there are two adjustment knobs located on the inside of the folder frame. Loosen the locking knobs. Turn the adjustment knobs

until the proper drag has been attained. Retighten the locking knobs.

NOTE: It is important that all hold down rollers have equal pressure on them.

FIGURE X8-4 – *NIP ROLLER ADJUSTMENT*
[Omitted In Printing]

FIGURE X8-3 – *HOLD DOWN ROLLER ADJUSTMENT*
[Omitted In Printing]

NIP ROLLER ADJUSTMENT

Just below the forming rollers are the nip rollers (Figure X8-4). Two rollers with knurled surfaces press against each other. Both these rollers are driven. The setting of these nip rollers is critical since they keep the correct tension on the web as it enters the cutting cylinder. Varying tension seriously affects both the accuracy of the second fold (half fold) and the accuracy and uniformity of the cut-off. The proper setting exists when there is a slight drag on the paper between the rollers (distinct knurl marks on the web.)

a. Put press on SAFE.

b. Test to see if drag exists between the nip rollers by trying to pull the web through.

c. If an adjustment is required, there are two nip roller adjustment knobs located on the inside of the roller frame. Loosen the locking knobs. Turn the adjustment knobs until the drag is almost eliminated between the rollers. Retighten the locking knobs.

d. The nip rollers and spacers are clamped into position on the shaft and can be moved laterally for width of the paper being run.

SETTING STRIPPER FINGERS

Before each run, the stripper fingers must be checked and set (Figure X8-5) as necessary to provide the proper routing of the signature. When running a standard half fold, the quarter fold stripper fingers should be away from the jaw cylinder. When running quarter fold the stripper fingers should be positioned to strip off the signature and guide the signature through the quarter folder. The quarter fold stripper fingers are engaged and disengaged through a lever handle located on the inside of the folder frame.

FIGURE X8-6 – *TROLLEYS AND SLITTER*
[Omitted In Printing]

FIGURE X8-5 – *QUARTER FOLDER STRIPPER*
[Omitted In Printing]

SETTING AND ADJUSTING THE TROLLEYS AND SLITTER KNIFE

The roll over former consists of a driven roller of the proper diameter to maintain a pull on the webs. Two propeller rollers or trolleys press against the driven roller for control. There is a spring and a turn screw adjustment to set the desired tension on the trolleys (Figure X8-6). Also mounted on the propeller shaft is a slitter wheel. The wheel is used when running tabloid only. When the wheel is not used it must be disengaged by decreasing the tension on the spring through the turn screw adjustment. The trolleys may also be thrown ON-OFF simultaneously through a lever handle located on the outside of the upper folder frame.

QUARTER FOLDER PREPARATION

QUARTER FOLDER TIMING PROCEDURE

Timing (Figure X8-7) is necessary when the quarter folder drive gear is engaged after silencing.

1. INCH the press over to align the timing marks on the folder and printing units.
2. Put press on SAFE.
3. Remove half fold cam from face of folder gear case (Figure X8-8).
4. Rotate the quarter folder tucker blade assembly manually until the pointer is aligned with the timing mark.
5. Engage the quarter folder drive gear by moving clutch handle to L/H detent. (See Figure X8-1, Page 35.)

FIGURE X8-7 – *QUARTER FOLDER TIMING*
[Omitted In Printing]

FIGURE X8-8 – *HALF-FOLD CAM*
[Omitted In Printing]

SILENCING THE QUARTER FOLDER

1. Put press on SAFE.
2. Re-install half fold cam.
3. Disengage the quarter folder drive gear by moving clutch handle to R/H detent.
4. Disengage the quarter folder stripper fingers by moving them away from the jaw cylinder.

SECTION IV

PRESS OPERATION

DAILY CHECK LIST

Before the makeready operations and starting the press for a production run, a check should be made of the various press components. This check will insure the operational condition of the press.

The daily check list then should consist of:

MILL ROLL STAND

1. Check brake shoes for wear.
2. Check spring tension.
3. Inspect paper rolls for damage.

PRESS UNIT

1. Check that no foreign objects are between the rollers.
2. Check rubber distributor and form rollers for cracks or signs of excessive wear.
3. Check water transfer roller and water form roller for cleanliness. Change covers if dirty.
4. Check condition and cleanliness of blankets.
5. Check water pans and tanks for cleanliness and foreign objects.
6. Check ink fountain for condition.
7. Check that all guards and shields are in place.

FOLDER

1. Check knife blades, cutting rubber, pins and tucker blades for condition.
2. Check stripper fingers.
3. Check nip rollers for condition (clean if ink covered).
4. Check folder for freedom from foreign objects.
5. Check that all guards and shields are in place.

OPERATING INSTRUCTIONS

It is recognized there are innumerable ways of bringing this press into a continuous printing mode. The following instructions will familiarize the operator with the relationship of electrical and mechanical press functions needed to safely operate this press.

This section describes in some detail the controls used to bring an independent printing unit into continuous run from the Unit Control Panel (Figure X10-1) and Unit Drive Station Panel (Figure X10-2). After a unit is capable of running independently, the remote control features of running from the Master Folder Control Panel (Figure X10-3) is described.

NOTE: Prior to operating the press, review the safety precautions and electrical control sections outlined in this manual.

Safety features have been incorporated into the control system to protect the operator and prevent the press from being started at high speeds. This press can be stopped by depressing the STOP push-button at any of the locations on the V-25.

PRESS OPERATION FROM THE PRINTING UNIT – This is the time to make sure each printing unit is working properly. It will be necessary to do certain functions from other than the printing unit.

1. Turn the power ON at the wall disconnect and observe the red power indicator light on the drive control cabinet is lit. This supplies power to the press drive control.

2. Load the roll stand with paper (Section III, Operation 1).

3. Fill the ink fountains (Section III, Operation 2).

4. Check the water supply (Section III, Operation 2).

5. Install the plates (Section III, Operation 2).

6. Disengage the folder clutch (Section III, Operation 3).

7. Turn the POWER switch-ON at the master folder control panel and observe the power indicator light. If illuminated, power is being received from the drive control cabinet, allowing electrical operation of the press.

8. Turn the INK switch to MAKEREADY at the Master Folder Control Panel.

9. Depress READY push-buttons on the Unit Drive Station Panel and Master Folder Control Panel.

FIGURE X10-2 – *V-25 UNIT DRIVE STATION PANEL*
[Omitted In Printing]

FIGURE X10-1 – *V-25 PRINTING UNIT CONTROL PANEL*
[Omitted In Printing]

FIGURE X10-3 – *V-25 FOLDER MASTER CONTROL PANEL*
[Omitted In Printing]

NOTE: From this point on, the printing unit(s) can be run independent of the Master Folder Control Panel at an inching speed.

WARNING

MAKE SURE ALL GUARDS ARE IN PLACE AND THAT ALL PERSONNEL ARE CLEAR OF THE PRESS BEFORE OPERATING.

10. Depress and hold the INCH push-button in position to begin press rotation at inch speed.

NOTE: The INCH button only moves the press as long as it is the only one depressed. Once it is no longer depressed, the press stops. The warning and momentary press movement allows time to safely clear and stop the press if required.

11. While the INCH button is depressed and the unit is moving, simultaneously depress the SLOWER push-button bringing the unit into continuous run.

NOTE: Ink and water rollers should not be run dry on the press for extended periods of time.

12. Depress WATER FOUNTAIN switches (upper and lower) – ON at the Unit Control Panel.

13. Depress WATER FORM switches (upper and lower) – ON at the Unit Control Panel.

14. Depress INK FOUNTAIN switches (upper and lower) ON at the Unit Control Panel.

15. The Speed Control Knobs for INK and WATER (upper and lower) should be placed on a low setting.

16. Depress INK FORM switches (upper and lower) – ON at the Unit Control Panel.

17. Depress the FASTER push-button on the MASTER FOLDER CONTROL PANEL to bring the unit(s) speed up.

    This allows moisture in the dampeners to dissolve gum on the plates and also brings a thin film of ink up through the rollers to the plate.

18. Depress the INK and WATER FORM and FOUNTAIN (upper and lower), and IMPRESSION rocker switches to AUTO on the Unit Control Panel(s). Place the IMPRESSION switch on the Unit Drive Station to ON.

NOTE: This disengages the printing functions for transfer to the remote automatic operation from the Master Folder Control Panel.

19. Depress the SLOWER push-button and reduce the unit(s) speed to inching; then depress the STOP push-button. This can be done at the unit(s) or folder.

PRESS OPERATION FROM THE MASTER FOLDER CONTROL

The following procedures generally involve press operation from the Master Folder Control Panel and are a continuation of the press operation from the printing unit described previously.

1. Depress the SAFE push-button on the Master Folder Control Panel.

2. Engage the folder clutch (Section III, Operation 3) making sure the folder and unit(s) are on their timing mark. (Also applies to quarter folder clutch if needed.)

3. Depress the INK and WATER FORM and FOUNTAIN, and the IMPRESSION rocker switch to AUTO on the MASTER FOLDER CONTROL PANEL.

4. Turn the INK switch to RUN on the Master Folder Control Panel. This allows the ink fountain motors to track their speed in direct proportion to press speed.

5. Depress the READY push-button on the Master Folder Control Panel, taking the press off SAFE.

6. Depress the INCH push-button and hold it in position to begin press rotation at inching speed.

7. Depress the SEQUENCER switch to the RUN position. With all printing functions for INK, WATER and IMPRESSION in the AUTO position, the selected units will remotely and sequentially start these functions.

8. While the INCH button is depressed and the press is rotating, simultaneously depress the SLOWER push-button bringing the press into continuous inching speed.

NOTE: At this time, the press will produce printed product through the folder.

9. Depress the FASTER push-button until the desired press speed is maintained.

10. Check the web side lay at the former and make the necessary adjustments at the roll stands.

11. Check a printed copy and make necessary adjustments by increasing or lowering the ink and water Speed Control Knobs.

NOTE: If running color, check registration of color and adjust the compensator and/or register if needed.

12. Check the brake adjustment. At running speed, the dancer roll should be approximately under the smooth idler roller.

NOTE: The press should be monitored during the run and the quality of the printed material should be checked frequently. The ink fountain should be kept at least half full during the run.

STOPS DURING THE RUN
(Short Stops)

If the press is to be stopped momentarily during the run, complete shut off is not required. To stop the press during a run, proceed as follows:

1. Depress the SLOWER push-button on the Master Folder Control Panel until the press reaches inching speed.

2. Depress the STOP push-button on the Master Folder Control Panel and when the press has stopped, depress the SAFE push-button.

   At the time the STOP push-button is depressed, the printing functions are inactive.

STARTING THE PRESS AFTER SHORT STOPS

If the press was momentarily stopped during a run, it can be restarted as follows:

1. Depress the READY push-button, bringing the press off SAFE.

2. Depress the INCH push-button; holding it in position to bring the press into inching speed.

3. Depress the SEQUENCER switch to RUN while all printing functions are in the AUTO position. The selected units will remotely and sequentially start the printing functions.

4. While the press is inching, simultaneously depress the SLOWER push-button bringing the press into continuous rotation at inching speed.

5. Depress the FASTER push-button bringing the press to the desired continuous speed.

SHUTTING DOWN THE PRESS
(End of Run)

To shut down the press at the end of a run, proceed as follows:

1. Depress the SLOWER push-button on the Master Folder Control Panel reducing press speed *near* the inching speed.

2. Depress the INK FOUNTAIN rocker switch – OFF and allow the press to run. This will remove excess ink from the inking system.

3. Depress the INK FORMS rocker switch – OFF.

4. Depress the WATER FOUNTAIN rocker switch – OFF.

5. Depress the WATER FORM rocker switch – OFF.

6. Depress the SLOWER push-button bringing the press *to* inching speed.

7. Depress the STOP push-button. This will take the IMPRESSION off automatically.

8. Clean the press. Remove plates and wash blankets (Section III, Operation 2).

NOTE: Plates left on the cylinder for long periods (over a weekend) may cause rust accumulations in the lock-up reel area.

9. Turn the POWER switch – OFF at the Master Folder Control Panel and observe that the power indicator light extinguishes.

10. Depress the SAFE push-button at the Master Folder Control Panel.

11. Turn off the power at the wall disconnect and observe that the red power light extinguishes.

SECTION V

ADJUSTMENTS and PART REPLACEMENTS

The adjustments described in this section are adjustments that are not made during the course of normal operating procedure, but are required to correct certain operating troubles or to meet certain operating conditions. Also, adjustments are required when consumable parts are replaced periodically.

GENERAL

Your V-25 press unit is provided with adjustments that allow some variation in roller size due to regrind and normal manufacturing tolerances. In order to keep the need for adjustments to a minimum replace all rollers in the location from which they were removed.

SETTING THE INK DISTRIBUTOR AND INK FORM ROLLERS

1. The adjustable ink distributor rollers No. 2, No. 4, No. 6, No. 11, No. 13, and No. 15 (Figure X11-1) are set to the stationary distributor No. 1, No. 3, No. 10, No. 14 and vibrators No. 5, No. 7, No. 12, No. 16 using pull strips.

   Adjustments are made to each adjustable ink distributor roller using the following procedure (Figure X11-2):

   a. Place pull strips between the adjustable distributor and stationary rollers. A strip should be placed at each end of the rollers.

   b. Pull on each set of strips, simultaneously testing for sufficient and equal drag between the rollers.

   c. If adjustment is required, loosen locknuts "D" and "E" and make necessary adjustments with the thumb and adjusting screw.

   d. Retighten locknuts "D" and "E" after adjustment is made and recheck drag.

   e. If an uneven drag exist between the adjustable roller and the two stationary rollers, then additional adjustment is needed to make the drag equal between the two sets of pull strips.

   f. Determine in which direction adjustment is required to equalize the drag between the two sets of strips.

   g. Tap the roller brackets in the desired direction using a soft mallet. Both brackets on the roller should be adjusted to keep the adjustable roller parallel with the stationary rollers.

   h. After adjustment is made, recheck drag.

FIGURE X11-1 – *INK AND WATER DISTRIBUTION*
[Omitted In Printing]

2. The ink form rollers No. 8, No. 9, No. 17 and No. 18 (Figure X11-1) are set to the vibrators and plate cylinders using pull strips.

   The adjustments are made to each ink form roller using the following procedure.

   A. Ink form roller No. 17 upper and 8 lower to ink vibrator roller (Figure X11-3 upper; Figure X11-4 lower).

FIGURE X11-2
[Omitted In Printing]

FIGURE X11-3
[Omitted In Printing]

FIGURE X11-4
[Omitted In Printing]

   1. Insert test strips between form roller No. 8 or 17 and the ink vibrator roller.

   2. Pull both strips simultaneously testing for sufficient and equal drag between the rollers.

   3. If adjustment is required, back off locknuts "F" and turn vibrator pressure adjustment screws on both ends to get the desired drag.

   4. Retighten locknuts "F" after adjustment is made and recheck drag.

   B. Ink form roller No. 8 lower and 17 upper to the upper plate cylinder (Figure X11-3 upper; Figure X11-4 lower). Plate must be installed on cylinder.

1. Insert test strips between form roller No. 8 or 17 and the upper plate cylinders.

2. Throw the upper ink form rollers ON.

3. Pull both strips simultaneously testing for sufficient and equal drag between the roller and cylinder.

4. If adjustment is required, back off locknuts "G" and turn plate pressure adjustment screw roller No. 8 or 17 on both ends to get the desired drag.

5. Retighten locknuts "G" after adjustment is made and recheck drag.

C. Ink form roller No. 9 lower and 18 upper to ink vibrator roller (Figure X11-3 upper; Figure X11-4 lower).

1. Insert test strips between form roller No. 9 or 18 and the ink vibrator roller.

2. Pull both strips simultaneously testing for sufficient and equal drag between the rollers.

3. If adjustment is required, back off locknuts "H" and turn vibrator pressure adjustment screws on both ends to get the desired drag.

4. Retighten locknuts "H" after adjustment is made and recheck drag.

D. Ink form roller No. 9 lower and 18 upper to the upper plate cylinder (Figure X11-3 upper; Figure X11-4 lower). Plate must be installed on cylinder.

1. Insert test strips between form roller No. 9 or 18 and the upper plate cylinders.

2. Place the upper ink form rollers ON.

3. Pull both strips simultaneously testing for sufficient and equal drag between the roller and cylinder.

4. If adjustment is required, back off locknuts "I" and turn plate press adjustment screw roller No. 11 on both ends to get the desired drag.

5. Retighten locknuts "I" after adjustment is made and recheck drag.

FIGURE X11-5 – *INK FORM ROLLER STRIPE TEST*
[Omitted In Printing]

SETTING THE DAMPENER FORM ROLLERS

A. Set the form roller to the vibrator roller (Figure X11-6).

1. Insert test strips between the water form and vibrator rollers.

2. Pull strips simultaneously testing for sufficient and equal drag between the rollers.

FIGURE X11-6
[Omitted In Printing]

3. If adjustment is required, back off locknuts "C" and turn vibrator pressure adjustment screw on both ends to get the desired drag.

4. Retighten locknuts "C" after adjustment is made and recheck drag.

B. Set the water form roller to the plate cylinder (Figure X11-6). Plate must be installed on cylinder.

1. Insert test strips between the form roller and plate cylinder.

2. Put the water form roller on.

3. Pull both strips simultaneously testing for sufficient and equal drag between the roller and plate cylinder.

4. If adjustment is required, back off locknuts "D" and turn plate pressure adjustment screw on both ends to get the desired drag.

5. Retighten locknuts "D" after adjustment is made and recheck drag.

QUICK CHECK FOR CORRECT SETTING OF THE INK FORM ROLLERS

After the initial setting of the form rollers to the plate cylinder, they need only to be checked (Figure X11-5) at the time of the makeready.

A visual check can be made by bringing the inked-up form rollers in contact with the plate while the unit is stopped with impression ON and immediately taking them off again. Once the form rollers have been thrown ON and OFF, then INCH the unit over until both ink stripes are visible. A correct ink stripe will be $^{5}/_{16}$" wide and even across the plate. A press plate must be mounted on the plate cylinder and impression must be ON in order to set the ink form rollers properly.

SETTING THE DAMPENER FORM ROLLERS

The upper and lower dampener form rollers are set to the vibrator and plate cylinder using pull strips (Figure X11-6).

SETTING THE INK DUCTOR

The ductor roll is adjusted using pull strips. The following procedure is used (Figure X11-7):

1. INCH press until actuator rod "E" is at maximum travel point with ductor roller against distributor roller.
2. Place pull strips between the ductor roller and the distributor roller. A strip should be used at each end to insure even pressure.
3. Pull on the set of strips, simultaneously testing for sufficient and equal drag between the rollers.
4. If adjustment is required, loosen locknut "A" and adjust screw "B" on each side of the press.
5. Retighten the locknut and recheck the drag.
6. INCH press until actuator rod "E" is at maximum travel with ductor roller against the fountain roller.
7. Place pull strips between ductor roller and fountain roll.
8. If adjustment is required, loosen locknut "C" and adjust with screw "D".

FIGURE X11-7

[Omitted In Printing]

9. Retighten locknut and recheck drag.

After the roller pressure had been set check the ductor dwell. The ink ductor should make 4 to 4½ revolutions while in contact with the distributor roller. Spring "F" is adjusted with locknuts "G" to get the desired dwell. Tighten against the spring for more dwell and loosen to reduce dwell. Spring "H" is adjusted with locknuts "J". Spring "H" is set with a minimum of pressure. If spring

"H" is adjusted it may be necessary to readjust spring "F" to maintain proper dwell. The minimum spring pressures that will give the desired dwell should always be used to prevent excessive wear and strain on the ductor components.

SETTING THE DAMPENER DUCTOR

The dampener ductor (Figure X11-8) is adjusted using the same methods described for the ink ductor. The only difference is the dwell which is adjusted for 7 to 8 revolutions of the ductor while against the dampener vibrator roller. The ductor roller covering must be installed and rolled down before adjustments are made.

V-25 INFEED ROLLER WEB TENSION ADJUSTMENT

The nip pressure between the infeed roller (Figure X11-9) and the infeed idler roller is adjustable to control infeed tension of the web to the blanket cylinders.

Nip pressure is set at the factory. The steel roller bears approximately .030 into the infeed roller when the infeed Cam Lever is in the "On" position shown. Changes to web tension may be made as follows:

Increase of web tension between infeed and blanket cylinders:

To increase web tension, the nip pressure between the steel idler and infeed roller must be reduced. To accomplish this, stop the press and made the following adjustments:

Loosen adjust screw "A" 1/4 turn or less and tighten adjust screw "B" the same amount, – then tighten stop screw "C". Care must be taken in this adjustment not to lose the web because of the reduction in nip pressure.

Decrease of web tension between infeed and blanket cylinders:

To decrease web tension, the nip pressure between the steel idler and infeed must be increased. To accomplish, stop the press and make the following adjustments:

Loosen stop screw "C" several turns. Loosen adjust screw "B" 1/4 turn or less, tighten adjust screw "A" the same amount and retighten stop screw

FIGURE X11-8
[Omitted In Printing]

"C". Care must be taken in this adjustment not to overfeed the web creating slack between the infeed and blanket cylinders.

FIGURE X11-9
[Omitted In Printing]

KNIFE BLADE REPLACEMENT

To replace the cutting knife blade (Figure X12-1), proceed as follows:

1. Rotate the cutting cylinder until the knife blade assembly is accessible.

2. Remove five retaining bolts "A" from the cheekwood retainer. Remove retainer from cylinder along with four cheekwoods.

3. Remove the one blade retaining bolt "B" from the cylinder.
4. Loosen four 1/2" set screws (not shown) to free the knife blade.
5. Remove worn knife blade from cylinder and thoroughly clean all paper dust and foreign matter from cavity.
6. Replace worn blade with new blade.
7. Replace blade retaining bolt "B". Hand tighten only.
8. Check to assure that all cheekwood springs are in position and properly seated.
9. Replace cheekwoods and cheekwood retainer. Tighten retaining bolts "A" in place.
10. Using the three blade adjustment screws "C", back off on the locknuts and adjust the blade so that the cutting edge is flush with the top of the cheekwood. Once the blade is adjusted, retighten locknuts.
11. Tighten bolt "B" and the four 1/2" setscrews to clamp the blade into position.

IMPALING PIN REPLACEMENT

Check each made-ready for bent or broken pins (Figure X12-2). Replace any that are damaged. Care should be taken when replacing pins not to disturb the pin holder setting for they are pre-set at the factory.

FIGURE X12-1
[Omitted In Printing]

To replace the pins, proceed as follows:

1. Rotate the cutting cylinder until the pin holder is accessible.

2. Using the pin wrench provided, remove the old pin.
3. Insert new pin into holder. Care should be taken not to over tighten pin at reinstallation.

FIGURE X12-2
[Omitted In Printing]

TUCKER BLADE REPLACEMENT

The tucking blade should be checked before each run. All damaged blades should be replaced (Figure X12-3) at once. Cuts in the folded edge of the signature will indicate a damaged blade.

To replace the tucker blade, proceed as follows:

1. Rotate the cutting cylinder until the tucker blade is accessible.
2. Loosen the five blade retaining bolts. Blade should break free.
3. Remove old blade from cylinder.
4. Install new blade into cylinder. Hand tighten bolts. Check to see new blade is free of burrs and sharp corners.
5. Using the tucker blade height gage, set the blade height across the length of the jaw cylinder.
6. Tighten all five blade retaining bolts and recheck blade height.

CUTTING RUBBER REPLACEMENT

The knife blade cuts the paper against a rubber insert (Figure X12-4) in the jaw cylinder. This rubber insert through normal use will become worn and ineffective. It

should be checked before each run and replaced when needed.

To replace the cutting rubber, proceed as follows:

1. Rotate the jaw cylinder until the cutting rubber is accessible.
2. Remove the four retaining bolts "A". Remove the cutting rubber keeper along with the worn rubber.
3. Clean all paper dust and foreign mater from the cavity.
4. Insert new rubber and keeper taking care to align the stripper finger grooves in the rubber with those in the cylinder. Tighten retaining bolts "A".

FIGURE X12-3
[Omitted In Printing]

FIGURE X12-4
[Omitted In Printing]

LAP ADJUSTMENT - HALF FOLD

Lap adjustment is obtained by adjustment of the tucker blade and rotation of the jaw cylinder. Lap travel of up to 1/2 inch away from pins to facilitate trimming is available. Reverse lap (toward pins) is restricted to 1/4 inch (See Figure X12-5).

To lap away from pins proceed as follows (Figure X12-6):

1. Back off on lap adjustment screw "A".
2. Reposition tucker blade one-half the amount of desired length of lap away from pins using screw "B".
3. Take up on screw "A" to lock blade into desired position.

4. Open access door on rear of folder.
5. Loosen the six clamping screws on the jaw cylinder drive gear (Figure X12-7).
6. Rotate jaw cylinder the same distance that the tucker blade has been displaced (opposite direction of cylinder rotation).
7. Retighten clamping screws.

For reverse lap use opposite procedure of above.

FIGURE X12-5
[Omitted In Printing]

FIGURE X12-6
[Omitted In Printing]

FIGURE X12-7 – *LAP ADJUSTING SCREWS*
[Omitted In Printing]

SECTION VI

LUBRICATION

To keep the press operating smoothly, efficiently and with a minimum of wear, the moving parts must be lubricated regularly. The amount and type of lubricant and frequency of application depends on the type of bearing or bearing surface to be lubricated. The recommended lubrication intervals given in this manual are based on press operation at normal operating speeds.

METHODS OF LUBRICATION

The methods used to apply lubricant to the components of the press are: brush-on, grease gun, cascading oil and splash-type. Gears receive a cascading oil application of

lubricant. Bearings require application of lubricant by means of a grease gun. The quarter folder is lubricated by a splash-type system. Cams require a brush-on lubricant.

BRUSH-ON LUBRICATION

Use a soft-bristle brush to apply K-Forty/EP Non-Fluid Oil to the parts of the press requiring brush-on application of lubricant. The lubricant should be applied sparingly to these areas.

GREASE OR PRESSURE GUN LUBRICATION

Lubrication for bearings is supplied through grease fittings. It is not necessary to use an air pressure gun to apply lubricant to the grease fittings. A hand-operated grease gun is adequate and is preferred.

PRINTING UNIT LUBRICATION

The following press lubrication instructions will provide you with the necessary information needed to completely lubricate the V-25 printing unit. Listed are the methods of application, lubricating points, intervals, and types of lubricants. Use only the types of lubricants recommended.

PRINTING UNIT MAIN DRIVE HOUSING

(CASCADING OIL)

A – Type of lubricant – Mobil D.T.E. – 25 or Gulf Harmony

B – Maintain level

C – Drain and replenish with new oil every six months

D – check monthly

PAN ROLL MOTORS

A – Type of Lubricant – MOBIL HEAVY MEDIUM D.T.E.

B – Maintain level

C – Drain and replenish with new oil every six months

AIRLINE LUBRICATORS

A – Mobil D.T.E. Light

B – Maintain level

PLATE AND BLANKET CYLINDER BOXES

A – Type of Lubricant – Mobilux EPO

B – Minimum lubrication – approximately one month

PLATE AND BLANKET CYLINDER BEARINGS

A – Type of Lubricant – Mobilux EPO

B – Minimum lubrication – approximately two weeks

TOGGLE LEVERS AND CONNECTIONS

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two months

PAN ROLL BEARINGS

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two weeks

DUCTOR SHAFT AND LEVERS

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two weeks

INK FOUNTAIN BEARINGS

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two weeks

MAIN DRIVE BEARINGS

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two weeks

DUCTOR CAMS AND GUIDES

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two weeks

SIDE REGISTER MECHANISM

A – Type of Lubricant – Mobilux EPO

B – Minimum lubrication – approximately two weeks

LEAD AND FEED ROLLS

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two weeks

FORM AND DAMPENER ROLL LEVER THROWOFF BUSHINGS

A – Type of lubricant – Mobil D.T.E. – Heavy Medium

B – Minimum lubrication – approximately two weeks

BEARER WIPER FELTS

A – Type of lubricant – Mobil D.T.E. – Heavy Medium

B – Each week clean felts with ink solvent. Check for wear and relubricate.

CIRC. REGISTER MECHANISM

A – Type of Lubricant – Mobilux EPO

B – Minimum lubrication – approximately two weeks

PLATE AND BLANKET LOCKUP MECHANISMS

A – Clean and oil with a light machine oil

B – Approximately monthly

MAIN DRIVE MOTOR

A – See Drive Motor Mfg's Specification Sheet.

UNIVERSAL JOINTS

A – Type of Lubricant – Mobilux EP1

B – Minimum lubrication – approximately two weeks

FOLDER LUBRICATION

The folder main drive lubrication is of the wet pump type. Oil under pressure is supplied by an oil pump which supplies oil to spray nozzles mounted in the gear case. A filter is located in the pump suction line. Located on the rear of the folder gear case, below and to the left of the line shaft, is a sight gage for checking the oil level. The proper oil level is halfway up the gage when the folder is not running. The oil level should be checked daily. In addition a visual check should be made through the folder access door for operation of the oil spray

system on the first run of each day. The oil capacity of the sump is 7 gallons (Mobil D.T.E-26).

The quarter folder main drive train is unclosed in a gearbox and is lubricated by a pressure oil system similar to the main folder drive. Oil capacity is 2-1/2 pints.

In addition, grease fittings are provided throughout the folder unit. The following pages provide photographs showing the location of the grease fittings. The photos also show cam and gear locations requiring lubrication. The following schedule should be used:

Lubrication Point	*Method*	*Lubricant*	*Interval (Operating Hrs.).*
Bearings & Bushings	Grease Gun	MobilPlex 4H	100
Cam Ways	Brush-On	K-Forty/EP Non-Fluid or Oil Equivalent	40
Gear Teeth, Chains & Sprockets	Brush-On	K-Forty/EP Non-Fluid or Oil or Equivalent	40

FIGURE X13-1
[Omitted In Printing]

FIGURE X13-2
(SEE FIGURE X8-3)
[Omitted In Printing]

FIGURE X13-3
(SEE FIGURE X8-4)
[Omitted In Printing]

FIGURE X13-4
[Omitted In Printing]

FIGURE X13-5
[Omitted In Printing]

FIGURE X13-6
[Omitted In Printing]

MILL ROLL STAND LUBRICATION

Lubricate the roll stands in accordance with Figure X13-7.

FIGURE X13-7
[Omitted In Printing]

SECTION VII

TROUBLESHOOTING

This section lists trouble symptoms which may be encountered in operation of the Harris V-25 web offset printing press. One or more probable causes are listed under each symptom. Opposite each probable cause a possible remedy is given and where possible.

PRINTING OR IMPRESSION TROUBLESHOOTING

Trouble	*Probable Cause*	*Remedy*
Ink fails to distribute properly and evenly on ink rollers.	Ink screws not set according to image requirements	Adjust ink fountain thumb screws.
Ink rollers will not pick up ink.	Ink may be emulsified on rollers.	Clean ink rollers.

Trouble	*Probable Cause*	*Remedy*
Dampening roller cover becoming overly dirty.	Press being operated with too much ink and moisture.	Adjust ink and water balance.
Scumming of plate.	Too much ink for amount of moisture.	Adjust ink and water balance.
Ink fountain roller becoming scored.	Ink thumb screws set too tightly against fountain blade.	Adjust ink fountain thumb screws.
Printed image weak or gray.	Too much water or not enough ink.	Adjust ink and water balance.
Image fails to pick up ink.	Insufficient ink or too much water.	Adjust ink and water balance.
Image blurred.	Too much ink.	Adjust ink and water balance.
Printed impressions misaligned in finished product.	Side register improperly adjusted.	Adjust the side register adjustment.
	Circumferential register improperly adjusted.	Adjust circumferential register adjustment cap.
	Compensator adjustment improperly set at on printing unit.	Adjust compensator.
	Clutch at one unit engaged out of phase.	Re-engage clutch in proper phase.

WEB FEED TROUBLESHOOTING

Trouble	*Probable Cause*	*Remedy*
Web tears.	Too much tension on brake.	Loosen brake tension.
	Running too much moisture.	Reduce amount of moisture.
Web running too loosely	Insufficient brake tension	Adjust brake tension.
Web not cutting at proper place.	Compensators improperly adjusted.	Readjust compensators.
	Printing unit not timed properly	Retime unit.

FOLDING TROUBLESHOOTING

Trouble	*Probable Cause*	*Remedy*
Web not cutting at proper point.	Folder not timed to printing unit.	Time the folder.
Web will not adhere to cutting cylinder.	Pins broken or bent.	Replace pins.
Web cut by nipper rollers.	Nipper rollers improperly adjusted.	Adjust nipper rollers.
Web not being cut cleanly by knife.	Knife blades improperly adjusted.	Adjust knife blades.
	Cutter rubber worn excessively.	Replace cutter rubber.
	Tabloid slitting knife pressure.	Adjust slitting knife pressure.

Trouble	*Probable Cause*	*Remedy*
Quarter folder not operating properly.	Quarter folder not timed with other units.	Time the quarter folder.
	Quarter folder not engaged.	Engage quarter folder.

GENERAL

CAUTION

DANGEROUS VOLTAGES EXIST WITHIN EVERY PRINTING PRESS ASSEMBLY. WHENEVER ATTEMPTING TO LOCATE ELECTRICAL FAULTS OR REPAIR OR ADJUST ANY PART OF THE PRINTING PRESS OR ITS ASSOCIATED EQUIPMENT, EXTREME CAUTION MUST BE USED TO INSURE THAT NO ELECTRICALLY "LIVE" PARTS ARE TOUCHED. ALWAYS DISCONNECT PRESS FROM POWER LINE BEFORE OPENING ANY DOORS OR ELECTRICAL PANELS.

(1) Underlined items in the Fault Location Chart indicate the correct state, i.e., energized relay or operated switch (even if a component is in its correct state, such as an energized switch or relay, it may still have defective contacts or other not obvious defects).

(2) If you are not able to locate the fault by using the following charts, Ft. Worth (Harris) Service can probably talk you through a more complete test procedure if you will provide yourself with Drawing, No. 755275 and a 115VAC test light, or equivalent, *before* calling for help.

(3) Possible malfunctions are listed in the order in which they are likely to occur.

SECTION VIII – *IMPOSITION CHARTS*

[Omitted In Printing]

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
REGION 8

NTA GRAPHICS, INCORPORATED, Employer, and GRAPHIC COMMUNICATIONS INTERNATIONAL UNION, DETROIT-TOLEDO LOCAL 289, Petitioner.	Case No. 8-RC-13648

REQUEST FOR REVIEW AND STAY
OF REGIONAL DIRECTOR'S DECISION
AND DIRECTION OF ELECTION

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UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
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NTA GRAPHICS, INCORPORATED, Employer, and GRAPHIC COMMUNICATIONS INTERNATIONAL UNION, DETROIT-TOLEDO LOCAL 289, Petitioner.	Case No. 8-RC-13648

REQUEST FOR REVIEW AND STAY

The employer, NTA Graphics, Incorporated, pursuant to Section 102.67(b) of the Board's Rules and Regulations, hereby requests the National Labor Relations Board to review the Decision and Direction of Election of August 19, 1987, issued by the Regional Director of Region 8, and to stay such Decision and Direction of Election pending such review, for the following reasons:

> (1) The Regional Director's decisions on several substantial issues are clearly erroneous on the record and these errors prejudicially affect the rights of the employer by requiring it to submit a representation election in a fragmented bargaining unit that is not appropriate for the purposes of collective bargaining and was not even described in the Petitioner's original Petition for an election.

(2) A substantial question of law and policy is raised because the Regional Director's decision to fragment an appropriate bargaining unit constitutes a substantial departure from officially reported Board precedent.

MEMORANDUM IN SUPPORT OF REQUEST FOR REVIEW AND STAY

I. STATEMENT OF THE CASE

The Regional Director has directed an election in a bargaining unit consisting of only the "full-time and regular part-time pressroom employees" at the printing facility of NTA Graphics, Incorporated [hereinafter the "Employer" or the "Company"] in Toledo, Ohio. This unit is different and smaller than the unit originally described by the Graphic Communications International Union, Detroit-Toledo Local 289 [hereinafter the "Union" or the "Petitioner"] in its Petition in this case, which unit included "all preparatory department and press department employees."

The Employer asserts that the only appropriate bargaining unit under the circumstances of this case is a traditional production and maintenance unit, consisting of hourly employees in the pressroom, pre-press department, composition department, shipping and receiving department, and maintenance department, all of whom work at the Company's facility in Toledo. Employees in these various departments share common supervision, enjoy a significant degree of interaction, receive very similar compensation and virtually identical benefits, work under identical employment policies, and generally share a community of interest with respect to their terms

and conditions of employment. The employees in the bargaining unit consisting only of the Press Department determined by the Regional Director are not separate and distinct in any relevant sense, nor do they merit separate inclusion as a highly skilled craft unit, as the evidence at the hearing in this case disclosed.

The Employer would also object to the determination of a unit different and smaller than the original unit petitioned for by the Union. In his Decision and Direction of Election, the Regional Director stated that the Union had, in effect, made a motion to contract the scope of the bargaining unit it sought when it filed its post-hearing brief after the representation hearing. The Regional Director concluded that the Employer had not objected to this "motion," and then granted the "motion." Significantly, the Union never filed any motion seeking to amend the unit, but simply made statements to that effect in its post-hearing brief. The Employer's post-hearing brief was due on the same date as the Union's and those briefs were simultaneously exchanged. Thus, even assuming the Union's post-hearing brief was somehow transformed into a "motion" seeking to reduce the size of the bargaining unit, the Employer never had the opportunity to object to such an altered unit.

The Company, therefore, at this time objects to the eleventh hour amendment of the unit description in the Petition for a representation election. This objection is based upon two considerations. First, while preparing for and actually participating in the representation hearing, the Employer assumed that the unit choices would either be the pre-press and press departments originally sought by the Union or the production and maintenance unit

sought by the Employer. The presentation of its case on an appropriate unit was premised upon that understanding, and it would be entirely inequitable, not to say inconsistent with the fundamental requirements of procedural due process, to allow the Petitioner to seek a different unit *after* termination of the hearing.

Second, the Employer is severely prejudiced in any attempt to campaign against Union representation among its employees, since it has now been advised at the last moment that the bargaining unit in which the election will be held is very different from any unit that had previously been contemplated.

For these reasons, the Employer would submit that the Petitioner should not be permitted to make a last minute alteration in the bargaining unit it seeks, and should instead be compelled to either file a new petition in the unit it actually desires to represent or amend its current petition, with appropriate notice and an opportunity to respond afforded to the Employer. Absent such a procedure, the Employer is unlawfully and severely damaged in addressing what will be a most important issue in the future of its business.

II. STATEMENT OF EVIDENCE

The facts purportedly relied upon by the Regional Director in issuing his Decision and Direction of Election significantly distort the evidence presented at the hearing with respect to the nature of the Employer's operation and the terms and conditions of employment of its employees. In some instances, the Regional Director shades the evidence to favor his foregone conclusion that

a small unit of press department employees should be carved out of the Employer's operation. Perhaps even more importantly, though, the Regional Director simply overlooks important evidence presented at the hearing showing the community of interest shared by all of the Employer's hourly employees. The Employer will now discuss what the evidence presented at the representation hearing clearly disclosed concerning the role the Company's employees play in its operations and the conditions of their employment.

A. Introduction

The Company is a relatively simple commercial printing operation, which prints essentially one type of product. It prints advertising inserts for grocery stores to be included in newspapers. (Transcript 15 [hereinafter "T."].)

In printing this product, the Employer has five departments that participate in each project, namely, the Composition Department, the Pre-Press Department, the Press Department, the Shipping/Receiving Department and the Maintenance Department. The petitioner in this case, Graphic Communications International Union, Detroit-Toledo Local 289 [hereinafter the "Union"] seeks an election of only those employees included in the Pre-Press and Press Departments. The Company, on the other hand, submits that a typical production and maintenance unit consisting of employees in all the departments is the only appropriate unit.

B. Functional Integration of the Departments

As indicated above, the Company produces a standard product, which is a grocery advertising insert to be included in newspapers. These inserts are printed on a standard four-color offset Harris Web press. (T. 60, 79.) As Mr. David Tremonti, the Company's Operations Manager testified, this process is a garden-variety offset printing process, and the Employer is "not in the high tech press areas." (T. 28.)

A fundamental, yet erroneous, factor in the Regional Director's analysis of the Employer's operation is that the Press Department and its employees are separate and distinct from the Employer's other departments. The evidence at the hearing was quite the contrary. In actuality, there is, and must be, a great deal of contact and communication between the Press Department and the other departments that precede and follow it in producing the Company's single product, an advertising insert.

Any project received from one of the Company's grocery clients begins with copy provided by the customer, which usually has any art work and typesetting either done or specified in advance. (T. 16.) The project then proceeds to the Composition Department, where job tickets are made instructing all departments on how the job should be performed. These job tickets are then personally distributed to all the other departments. (T. 87-88.) The Composition Department consults with the Pre-Press Department on color and configurations. It also instructs the Press Department on paper size and quantities. The Shipping/Receiving Department is given directions on the timing and destination of shipments. (T. 16.)

Initial preparation of the project requires the Composition Department to frequent the Pre-Press Department regularly to review the copy and discuss the job. This consultation takes from one to five hours per day. (T. 39, 164.)

After the project reaches the Pre-Press Department, the copy provided by the grocery store is photographed, and then the photograph is proofread against the original copy. Strippers employed in the Pre-Press Department take the photographic flats, strip out the color, and then organize the pages in accordance with the instructions provided by the Composition Department. Again, the flats are proofread against the original.

Subsequently, plates are prepared and proofread, and those plates are then assembled and organized, and skid labels and bundle tags prepared by the Compositions Department are attached. (T. 17-18.)

The order in which the projects are run is determined by Plant Superintendent Frank Skwiera. (T. 18.) The various projects in the sequence determined by Mr. Skwiera are then placed in folder racks and made available to the Press Department. (T. 17-18.)

Employees in the Pre-Press Department perform a number of different assignments, including stripping, plating, photographing and proofreading. In the Company's experience, all employees in the Department are called upon to perform all those assignments. (T. 82-83.)

Once the plates are available, employees in the Press Department obtain those plates from the Pre-Press Department. The job is then run, after the plates have

been mounted from the web. The first readable copy is proofread by the pressman against the job tickets prepared by the Composition Department to make sure the pagination is correct. An initial readable copy is also taken back to the Pre-Press Department for proofreading to make sure it conforms to the original copy provided by the customer. (T. 18.)

The pressman is charged with the responsibility of hanging the plates in accordance with instructions on the job ticket prepared by the Composition Department. In addition to then running the job, the pressman checks the ink and water levels, and is expected to do at least some light maintenance. (T. 21-22, 73.)

The pressman is assisted by a jogger, who, in addition to providing miscellaneous help, takes the printed product off the end of the press and sweeps up around the press.

Once the jogger has taken the product off the press, it is picked up by a material handler from the Shipping/Receiving Department. (T. 21-22, 155.) In sum, the jogger is an unskilled worker who helps the pressman. (T. 143-43.) The Company usually selects its pressmen from the ranks of the joggers. (T. 78-79.)

As indicated above, the finished product is removed from the Pressroom by the Shipping/Receiving Department. In addition, Shipping/Receiving Department employees bring the rolls of paper to the press before the run. After the run itself, the Shipping/Receiving Department prepares the product for shipping, takes it to the loading dock, and then stages the pallets of product for

shipping. On occasion, the material handlers in the Shipping/Receiving Department assist the truck drivers in loading the product onto the trucks. Also, those material handlers remove waste from the presses. (T. 19.)

Although the Regional Director concludes that the material handlers spend little time in the Press Department ("a few minutes at most on each trip"), the evidence presented at the hearing was that the material handlers are in and out of the Pressroom "on a continual basis all day long." (T. 35.) They spend some four out of eight hours per shift in the Pressroom. (T. 162-63.)

The Shipping/Receiving Department works off the job tickets prepared by the Composition Department on each and every job to make certain that quantities and destinations are correct. These written instructions are confirmed when the two Departments discuss jobs before departure. (T. 16.)

The Maintenance Department is intimately involved in the production process. The janitorial employees in the Department clean the entire building, including the area around the presses and the walkways through the Pressroom. They also remove ink baskets that the Pressmen do not use. The janitors spend some two to three hours per shift in the Pressroom, which is far more than the Regional Director suggests in observing that they are in the Pressroom "one to three times daily" and spend only "a few minutes at a time." (T. 20-22, 160.)

Other maintenance employees are the mechanical employees, whose primary function is to keep the presses running. In basic terms, they do more elaborate maintenance that the pressmen are unable to do. (T. 20, 23.)

Again, a significant amount of time of the mechanical employees is spent in the Pressroom, despite the Regional Director's implication that they spend little time there. During the week of June 30, 1987, for example, they spent some 30 hours in the Pressroom. (T. 161.)

C. Supervisory Structure

The Company's supervisory structure in the production area is decidedly lean. For most purposes, the only ongoing supervisors are Operations Manager Tremonti and Plant Superintendent Skwiera, and clearly these two gentlemen supervise all the production and maintenance areas. Most day-to-day supervision of *all* departments is left to Mr. Skwiera – a gentlemen who is not even named in the Regional Director's Decision and Direction of Election. (T. 23-28, 122-24, 127-29, 152.)

The Composition and Pre-Press Departments report directly to Messrs. Tremonti and Skwiera. (T. 23-28, 122-24.) The Pre-Press Department has a group leader who handles some of the clerical and report-writing functions and prepares initial schedules to be approved by Mr. Tremonti. (T. 127-28.) This group leader is clearly not, though, a supervisor in most senses, and, in fact, he is an hourly employee like others in his Department and actually makes less than some. (T. 146.) Thus, Messrs. Tremonti and Skwiera exercise direct supervision in both the Composition and Pre-Press Departments.

Operations Manager Tremonti and Plant Superintendent Skwiera, and particularly the latter, head up the Pressroom. (T. 24-25, 128.) Although Scott Shaffer has

supervisory responsibilities during the day shift in the Pressroom, he also serves as a pressman and mechanic. A great deal of actual supervision is left to Messrs. Tremonti and Skwiera. (T. 23-28, 122-24.)

There is a group leader on the night shift in the Pressroom, Hollis Shaffer. Mr. Shaffer does not, though, actually exercise any supervisory responsibility but, rather, he serves to train the other pressmen. (T. 24-25.)

Direct supervision of the Maintenance and Shipping/Receiving Departments is left to Operations Manager Tremonti and Plant Superintendent Skwiera. There is a group leader in the Shipping/Receiving Department, whose job duties include primarily the handling of the paperwork incidental to shipping functions. (T. 23-24.)

D. Employment Policies

The Company requires no particular educational or experience levels for employees in any Department. (T. 28-29.) According to Operations Manager Tremonti, the Company's experience is that everyone is "learning on the job." (T. 154-55.) The Company has no apprenticeship program, nor does it require any special technical schooling of any sort of any of its employees.

An attempt was made at the hearing in this case to imply that the Company's pressmen have certain advanced skills. This contention does not square with the facts of the Company's operation and experience. Incredibly, the Regional Director states that there is only one trainee working in the Pressroom, while the unchallenged

testimony at the hearing was that, at present, eight of the eleven pressmen are actually trainees who, like the Company's other employees, are learning on the job. (T. 153-54.) Pressmen have no particular prior educational experience requirements and, as mentioned above, are typically drawn from the ranks of the unskilled joggers. In actuality, the truck drivers are at least required to have a chauffeur's license, and some of the material handlers have come with a forklift license. (T. 76-77, 93-84.)

Pressmen are given an operating manual prepared by the manufacturer of the press. (Petitioner's Ex. 1.) Other employees in the Pre-Press Department have similar operating manuals for the equipment they use, and the truck drivers are furnished special rules and regulations applicable to them. (T. 91-92, 136.) There is no further evidence of any special expertise required of the pressmen.

The Regional Director failed to even consider the many similarities in wages, hours and working conditions shared by Press Department and other employees. All employees of the Company, with the exception of top management, are hourly employees. (T. 53.) They all punch the same time clock. (T. 40.) The hourly rates for the various departments are largely consistent.

Maintenance Department	$4.50 - $10.00
Shipping/Receiving Department	$4.90 - $ 9.00
Composition Department	$6.05 - $ 7.50
Pre-Press Department	$4.90 - $ 9.50
Press Department	$3.85 - $ 9.00

(T. 44, 143-52.) Employees in the Pre-Press, Maintenance and Shipping/Receiving Departments all work basic shift schedules on a two-to-three shift arrangement. (T. 46-50.) Particular days off in the week may vary a bit from week to week among all the departments, depending upon workloads and the nature of the projects.

Employees in all the departments are subject to the same employment policies and receive the same fringe benefits – a fact overlooked by the Regional Director. They are subject to the same disciplinary rules and procedures, including rules on absenteeism, smoking, telephone calls, solicitation and security. (Employer's Ex. 2; T. 50-51, 54-56.) They all enjoy the same vacation, life insurance and health insurance benefits. (T. 51-53.) They are subject to the same overtime assignment and compensation programs. (T. 54.) They all receive the same shift premium. (T. 159-60.)

E. Employee Facilities

In describing the physical layout of the Employer's facility, the Regional Director ignores the fact that the center of the Employer's plant is the Pressroom where the pressmen and joggers work for the bulk of their workday, and where employees in several other Departments are taken in the performance of their duties, as noted above. (Jt. Ex. 1.) Adjacent to the Pressroom are the Pre-Press

Department, the Shipping/Receiving Department and the maintenance office.

All employees have an additional reason to be in the Pressroom other than the performance of customary job duties. The time clock is located there, which is punched by everyone. (T. 39.) The plant includes a cafeteria and there is a picnic table in front of the plant for use by the employees. These facilities are used by employees in all the departments in issue here, as only the office clerical employees rarely use the cafeteria and picnic table facilities. (T. 43, 118-19.)

The Press Department employees that the Union seeks to include in its unit use a locker room in the Pressroom. This same locker room is used by employees in the Maintenance and Shipping/Receiving Departments that the Union seeks to exclude. (T. 167.) The Regional Director mentions that pressmen are not permitted to enter the front office because they are covered with ink, but fails to mention that they share locker facilities with other employees.

Press Department employees report to the Pre-Press Department to pick up their plates as jobs are performed. In addition, they have occasion to enter the Pre-Press area when problems arise during press runs, for example, the registration is not correct or the plate is not properly fitting on the press. (T. 110, 156.)

III. LAW AND DISCUSSION

The facts presented at the hearing in this case show that the Employer operates what is essentially a single-

product operation. Outside its office staff, all employees are a functionally integral part of the production process, and the single "product" produced by the Employer is passed systematically through all the departments in issue in this case.

Although the Company's production and maintenance employees number some 45, its supervisory staff in the production and maintenance areas is limited to only three persons. As a result, all production and maintenance employees share common supervisors, Operations Manager Tremonti and Plant Superintendent Skwiera.

Hiring standards are the same for all employees, and no particular education, training or experience is required in any department. Different departments have different skills, but employees in all departments are essentially trained on the job.

All employees are hourly employees who punch a time clock. The hourly rates in all the departments are remarkably consistent. All work staggered shift schedules that are largely dependent upon the particular projects for the week.

Employment policies and disciplinary rules are uniform for employees in all departments. They are all provided identical fringe benefits. All the production and maintenance employees use the same cafeteria and picnic table.

The Pre-Press employees the Union originally sought to represent share locker facilities with the Composition employees the Union does not seek to represent. The Press employees the Union seeks to represent share

locker room facilities with the Maintenance and Shipping/Receiving employees the Union does not seek to represent.

Finally, apart from the nearly uniform conditions of employment that all employees share, the evidence is clear that there is an extremely significant degree of contact among the various departments. The Pressroom is the focal point of most of the activity, and the Maintenance and Shipping/Receiving employees spend time there with the pressmen and joggers. There must be a great deal of ongoing communication between the various departments as the project proceeds to completion, with the Composition, Pre-Press and Press Departments working closely together to make sure that the product is correct, and the Shipping/Receiving Department working closely with the Press Department to keep it supplied with paper and keep the product removed as the continuous-shift press operation runs. The Maintenance Department must be constantly available to maintain cleanliness, which is important in the production of newspaper copy that must be clean and readable, and to assure that the presses continue to function. Overall quarterbacking of the operation is left to the Composition Department.

In analogous relatively simple, single-product offset printing operations, the Board has determined that the only appropriate bargaining unit is a typical production and maintenance unit. In *Check Printers, Inc.*, 203 N.L.R.B. 1017, 83 L.R.R.M. (BNA) 1540 (1973), the employer was primarily engaged in printing personal checks and deposit slips for customers of local banks. It utilized an

offset printing process, utilizing Web and Harris offset presses.

The employer's practice was to hire "employees for its press department with a high school education, without commercial printing experience." The new hires participated in a 24-month state-approved training program, but were generally "able to acquire an acceptable skill level for press work in two or three months." The Board noted that "[a]ll production employees punched the same time clock, used the same facilities, and are under the supervision of the general manager in charge of manufacturing." The Board noted that the pressmen were "generally paid the same as other machine operators." In addition, "[a]ll employees share the same holiday and vacation benefits." 83 L.R.R.M. (BNA) at 1540-41.

After reviewing this evidence, the Board held:

> "Contrary to the Regional Director, we conclude that the letterpress and offset pressmen here involved, because of their specialized skills and the fact that they are engaged mainly in relatively simple, repetitive operations, do not constitute the type of printing employees the Board has found to be an appropriate separate unit in commercial printing establishments as a combination of letterpress and lithographic production employees. We find, therefore, that the requested unit is inappropriate. . . . " 83 L.R.R.M. (BNA) at 1541.

In accordance with this reasoning, the Board concluded that the unit requested by the union composed of only pressmen was inappropriate, and that the appropriate unit should be all production and maintenance

employees excluding office clerical employees, guards and supervisors.

The Regional Director attempts to distinguish *Check Printers* on the basis that the pressmen in that case were able to function as such in some two to three months, while the pressmen here supposedly remain trainees for a period of three years. What the Regional Director conveniently fails to mention, though, is that eight of eleven pressmen here are called trainees but presently serve as pressmen and are able to function in that job, just like the pressmen in *Check Printers*. The rule developed by the Board in *Check Printers* is that when pressmen work in a relatively simple, single-product operation and are able to do their work without lengthy apprenticeship periods and high skill levels and enjoy wages, benefits and working conditions similar to other employees – the exact situation presented here – such pressmen do *not* warrant inclusion in a separate craft unit, but, rather, should be joined in a unit with other employees who participate in the production process.

Similarly, in *Texas Color Printers, Inc.*, 210 N.L.R.B. 30, 86 L.R.R.M. (BNA) 1089 (1974), the Board refused in a commercial printing operation to carve out a unit composed of only shipping and receiving employees. The employer was engaged in the offset printing business, and its products included catalogs, Time magazine and other commercial printing products. It divided its plant operations into five departments: Preparation, Press, Bindery, Maintenance and Shipping and Receiving. A group superintendent provided overall supervision to all plant employees, although the shipping and receiving

department was under the immediate supervision of a warehouse foreman.

The Board noted that "[t]he shipping and receiving department employees perform functions closely integrated with plant operations," pointing out that the shipping and receiving employees "haul trash from the plant, make local deliveries, and pick up raw materials, supplies and equipment, as needed." 86 L.R.R.M. (BNA) at 1090. The Board pointed out that the shipping and receiving employees spent a good deal of time in the press area moving materials and cleaning, and that some shipping and receiving employees substituted for joggers on an occasional basis, as is the case here. The Board noted that "[t]here are frequent contacts between the requested employees and other employees in the plant." 86 L.R.R.M. (BNA) at 1090.

The Board also emphasized:

> "All plant employees punch the same timeclock [sic] and share the same shift hours, job benefits and working conditions. All enjoy the same convenience facilities, such as the lunchroom, parking area, restrooms, etc." *Id.*

In view of the extensive contact and communication among all employees and the similarity of working conditions and benefits, the Board held that carving out a subsection of the printing operation would not be appropriate:

> "Here, in view of the frequent work contacts and temporary interchange and overlapping supervision of employees of the shipping and receiving and bindery departments, and in the absence of any bargaining history as to any

> of the plant employees, we find that the shipping and receiving department employees do not enjoy a sufficiently distinct community of interest to warrant their establishment as a separate appropriute [sic] unit apart from other employees. Accordingly, we find the requested unit to be inappropriate."

See, also: W. F. Hall Printing Co. v. NLRB, 540 F.2d 873 (7th Cir. 1976) (in offset printing operation, Court confirms Board's conclusion that bargaining unit should not be limited to pressmen alone, but, rather, should include pressmen, helpers, packers, stock handlers, Overlay and Pre-make Ready employees).

These decisions by the Board confirmed that, in relatively simple printing operations where pressmen are performing repetitive functions with little or no training or expertise, it is not appropriate to carve out a separate unit for those pressmen. Instead, when such pressmen are similar to all other employees in terms of prior education, training and experience, in terms of supervision, in terms of compensation and fringe benefits and do not represent a homogeneous unit that performs a separate function, it does not serve the purposes of the National Labor Relations Act to encourage stable labor relations to establish a separate unit for the pressmen.

In this case, like the Board's decisions discussed above, all production and maintenance employees very clearly share a community of interest. They are part of a single-product, highly-integrated operation that calls for constant interaction backward and forward as the product moves to completion. They share common supervision and nearly identical wage structures and exactly

identical employee policies and fringe benefits. The only appropriate bargaining unit in a case such as this is a production and maintenance unit, which includes all the employees in issue here who work together under virtually identical conditions to produce the same product.

The Regional Director places primary reliance upon the Board's decision in *Continental Web Press, Inc.*, 262 N.L.R.B. 1395, 110 L.R.R.M. (BNA) 1451 (1982). In that case, the Board considered a situation much different than that presented here. The commercial printing operation under consideration in *Continental Web Press* was a sophisticated commercial printing operation where pressmen participated in an apprenticeship program in which an employee moved over a period of time from being a helper to a feeder to a second pressman to a first pressman. The evidence disclosed that the pressmen never left the pressroom even if corrections to the printing plate were required, while the evidence in this case is that, when corrections are necessary, the pressmen work in the Pre-Press Department with employees there to make the corrections. The Board concluded in *Continental Web Press* that there was very little contact between the pressmen and employees in other departments, which is not the case here. Finally, the pressmen in that case had their own locker room, their own employee handbook, and their own wages and other conditions of employment.

Continental Web Press, decided subsequent to *Check Printers*, did not overrule or comment upon the earlier decision. No comment was, though, necessary because the two cases consider different printing operations. *Continental Web Press* considered a sophisticated, highly-skilled printing operation, while *Check Printers* sets forth

the rule in a case such as this in which pressmen assume their duties with little prior skill or training and then work in a single-product, integrated printing operation under supervision and conditions similar to all other employees. Under the Board's analysis in *Check Printers*, which governs this case, all departments in the Employer's operation in this case should be included in the same bargaining unit, and there is no basis to carve out a separate unit for the Press Department alone.

IV. CONCLUSION

For the foregoing reasons, the Employer submits that all the Company's production and maintenance employees share a defined community of interest and should be included in the same unit. For these reasons, the Employer would submit that the Regional Director substantially erred in isolating a unit consisting of only the Press Department employees.

The Regional Director's conclusion is incorrect and the criteria for review by the Board prescribed by Section 102.67(c) are met. The Employer's request for review should be granted and the Regional Director's Decision and Direction of Election should be stayed pending the result of such review.

Respectfully submitted,

SHUMAKER, LOOP &
KENDRICK

/s/ Timothy C. McCarthy
Timothy C. McCarthy

North Courthouse Square
1000 Jackson
Toledo, Ohio 43624-1573
(419) 241-9000

Attorneys for Employer

CERTIFICATE OF SERVICE

This is to certify that eight (8) copies of the foregoing Request for Review and Stay of Regional Director's Decision and Direction of Election were delivered to Federal Express Courier Service for next day delivery to the Executive Secretary, National Labor Relations Board, 1717 Pennsylvania Avenue, N.W., Washington, DC 20570, and that one (1) copy each of same was served, by United States Mail, upon Frederick J. Calatrello, Regional Director, National Labor Relations Board, Region 8, 1695 Anthony J. Celebrezze Federal Building, 1240 East Ninth Street, Cleveland, Ohio 44199, and Roger J. McClow, Esquire, Klimist, McKnight, Sale & McClow, P.C., 26211 Central Park Boulevard, Suite 614, Southfield, Michigan 48076, this 1st day of September, 1987.

SHUMAKER, LOOP &
KENDRICK

/s/ Timothy C. McCarthy
Timothy C. McCarthy

Attorneys for Employer

NLRB-750
(5-1-45)

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD

CERTIFICATION ON CONDUCT OF ELECTION

Name of employer NTA GRAPHICS, INCORPORATED
Case No. 8-RC-13648
Date of election September 25, 1987
Place Toledo, Ohio

The undersigned acted as agents of the Regional Director and as authorized observers, respectively, in the conduct of the balloting at the above time and place.

WE HEREBY CERTIFY that such balloting was fairly conducted, that all eligible voters were given an opportunity to vote their ballots in secret, and that the ballot box was protected in the interest of a fair and secret vote.

For NTA GRAPHICS, INCORPORATED	For the Regional Director, Region 8
/s/ John F. Jackson	/s/ Nancy Butler

For GRAPHIC COMMUNICATIONS INTERNATIONAL UNION, DETROIT/TOLEDO/ LANSING LOCAL 289, AFL-CIO-CLC

/s/ Steven J. Lonchyna

For

UNITED STATES OF AMERICA

NATIONAL LABOR RELATIONS BOARD

FORM NLRB-4279 (2-88) **RC-RM-RD**

NTA GRAPHICS, INCORPORATED Employer and GRAPHIC COMMUNICATIONS INTERNATIONAL UNION, DETROIT/TOLEDO/LANSING LOCAL 289, AFL-CIO-CLC Petitioner	**CASE** 8-RC-13648

TYPE OF ELECTION *(CHECK ONE)*	*(ALSO CHECK BOX BELOW WHEN APPROPRIATE)*
___ CONSENT	
___ STIPULATED	
XXX RD DIRECTED	___ 8(b)(7)
___ BOARD DIRECTED	

CERTIFICATION OF REPRESENTATIVE

An election has been conducted under the Board's Rules and Regulations. The Tally of Ballots shows that a collective-bargaining representative has been selected. No timely objections have been filed.

As authorized by the National Labor Relations Board, it is certified that a majority of the valid ballots have been cast for

GRAPHIC COMMUNICATIONS INTERNATIONAL UNION, DETROIT/TOLEDO/LANSING LOCAL 280, AFL-CIO-CLC

and that it is the exclusive collective-bargaining representative of the employees in the following appropriate unit.

UNIT: All full-time and regular part-time press room employees employed by the Employer at its Toledo, Ohio, facility, excluding all office clerical employees and professional employees, guards and supervisors as defined in the Act and all other employees.

(seal)
Signed at Cleveland, Ohio
On the 9th day of
September 1991

/s/ Frederick J. Calatrello

Regional Director, Region 8
National Labor Relations
Board

(Logo) GRAPHIC COMMUNICATIONS INTERNATIONAL UNION
DETROIT/TOLEDO, LOCAL 289
1111 WOODWARD AVENUE, SUITE 100,
ROYAL OAK, MI 48047 313/395-8333

January 8, 1992

Mr. David Tremonti
NTA Graphics, Inc.
3225 Telegraph Road
Toledo, Ohio 43612

Re: Collective Bargaining

Dear Mr. Tremonti:

This is to request that you, in keeping with the NLRB's November 29, 1991 Supplemental Decision and Order, restore the shift hours of unit employees on the second shift to those that were in effect before you unlawfully changed them in November, 1987. We further request that you meet and bargain with us over hours, wages and other terms and conditions of employment of bargaining unit employees.

We are available to meet in a mutually agreeable place, on the following dates for bargaining at 10:00 a.m.: January 22, 23 or 24, 1992. If we do not hear from you by January 21, 1992, we will assume that you are refusing our request to restore shift hours, and that you are also refusing our request to bargain with us.

Very truly yours,

/s/ Robert J. Ogden
Robert J. Ogden
President

GCIU, Detroit-Toledo-Lansing Local 289M

RJO/sl
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afl-cio

AFFILIATED WITH AMERICAN FEDERAL OF LABOR/
CONGRESS OF INDUSTRIAL ORGANIZATIONS •
CANADIAN LABOUR CONGRESS

NTA GRAPHICS INCORPORATED
5225 Telegraph Rd. Toledo, Ohio 43612
Telephone (419) 476-8808

January 15, 1992

Mr. Robert J. Ogden
President
Graphic Communications International Union
Detroit-Toledo-Lansing Local No. 289M
1111 Woodward Avenue, Suite 100
Royal Oak, MI 48065

Dear Mr. Ogden:

You have requested that NTA Graphics, Inc. meet and bargain with your union concerning hours, wages and other terms and conditions of employment of bargaining unit employees. As you are no doubt aware, the Company's position has been that the National Labor Relations Board conducted a representation election in a unit of the Company's employees that is not appropriate for purposes of collective bargaining. Further, the Company contends that the results of that election should be set aside because of objectionable conduct engaged in prior to the election by your union.

In order to obtain appellate review of the National Labor Relations Board's decisions adverse to the Company on these issues, the Company must refuse your request to bargain. In light of this technical refusal to

bargain, there will be no need to meet on the dates proposed by you.

Very truly yours,

Mark J. Jacoby
Vice President Finance

MJJ:jn

cc: Tim McCarthy

GPO: 1984 O - 435-440
FORM EXEMPT UNDER 44 U S C 3512

FORM NLRB-501
(8-83)

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
CHARGE AGAINST EMPLOYER

DO NOT WRITE IN THIS SPACE

Case	Date Filed
8-CA-24277	1-27-92

INSTRUCTIONS: File an original and 4 copies of this charge with NLRB Regional Director for the region in which the alleged unfair labor practice occurred or is occurring.

---

1. EMPLOYER AGAINST WHOM CHARGE IS BROUGHT

---

a. Name of Employer
NTA Graphics, Inc.

---

b. Number of workers employed
Approx. 45

---

c. Address *(street, city, state, ZIP code)*
5225 Telegraph Road
Toledo, Ohio 43612

---

d. Employer Representative
David Tremonti

---

e. Telephone No.
(419) 476-8808

---

f. Type of Establishment *(factory, mine, wholesaler, etc.)*
Printing Shop

---

g. Identify principal product or service
Printed Materials

---

h. The above-named employer has engaged in and is engaging in unfair labor practices within the meaning of section 8(a), subsections (1) and *(list subsections)*
(5)
of the National Labor Relations Act, and these unfair labor practices are unfair practices affecting commerce within the meaning of the Act.

---

2. Basis of the Charge *(be specific as to facts, names, addresses, plants involved, dates, places, etc.)*

The Employer has refused to bargain with the Union.

By the above and other acts, the above-named employer has interfered with, restrained, and coerced employees in the exercise of the rights guaranteed in Section 7 of the Act

---

3. Full name of party filing charge *(if labor organization, give full name, including local name and number)*
Graphic Communications International Union, Detroit-Toledo Local 289

4a. Address *(street and number, city, state, and ZIP code)*
1111 Woodward Avenue, Suite 100, Royal Oak, MI 48067

4b. Telephone No.
(313) 398-8533

---

5. Full name of national or international labor organization of which it is an affiliate or constituent unit *(to be filled in when charge is filed by a labor organization)*
Graphic Communications International Union

---

6. DECLARATION

I declare that I have read the above charge and that the statements are true to the best of my knowledge and belief.

By /s/ Steven M. Wolock — Attorney
Steven M. Wolock *(Title, if any)*
(signature of representative or person making charge)

Address 400 Galleria Officentre, Suite 117, Southfield, MI 48034 — (313) 354-9650 *(Telephone No.)*

1/23/92 *(date)*

WILLFUL FALSE STATEMENTS ON THIS CHARGE CAN BE PUNISHED BY FINE AND IMPRISONMENT (U. S. CODE, TITLE 18, SECTION 1001)

GPO: 1984 O - 435-440
FORM EXEMPT UNDER 44 U S C 3512

FORM NLRB-501
(8-83)

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
AMENDED CHARGE AGAINST EMPLOYER

DO NOT WRITE IN THIS SPACE

Case	Date Filed
8-CA-24277	2-6-92

INSTRUCTIONS: File an original and 4 copies of this charge with NLRB Regional Director for the region in which the alleged unfair labor practice occurred or is occurring.

1. EMPLOYER AGAINST WHOM CHARGE IS BROUGHT

a. Name of Employer
NTA Graphics, Inc.

b. Number of workers employed
Approx. 45

c. Address *(street, city, state, ZIP code)*
5225 Telegraph Road
Toledo, Ohio 43612

d. Employer Representative
David Tremonti

---

e. Telephone No.
(419) 476-8808

---

f. Type of Establishment *(factory, mine, wholesaler, etc.)*
Printing Shop

---

g. Identify principal product or service
Printed Materials

---

h. The above-named employer has engaged in and is engaging in unfair labor practices within the meaning of section 8(a), subsections (1) and *(list subsections)*
(5)
of the National Labor Relations Act, and these unfair labor practices are unfair practices affecting commerce within the meaning of the Act.

---

2. Basis of the Charge *(be specific as to facts, names, addresses, plants involved, dates, places, etc.)*

(Since on about January 15, 1992, and earlier,) the Employer has refused to bargain with the Union.

By the above and other acts, the above-named employer has interfered with, restrained, and coerced employees in the exercise of the rights guaranteed in Section 7 of the Act

---

3. Full name of party filing charge *(if labor organization, give full name, including local name and number)*
Graphic Communications International Union, Detroit-Toledo Local 289

4a. Address *(street and number, city, state, and ZIP code)*
1111 Woodward Avenue, Suite 100, Royal Oak, MI 48067

4b. Telephone No.
(313) 398-8533

---

5. Full name of national or international labor organization of which it is an affiliate or constituent unit *(to be filled in when charge is filed by a labor organization)*
Graphic Communications International Union

---

6. DECLARATION

I declare that I have read the above charge and that the statements are true to the best of my knowledge and belief.

By /s/ Steven M. Wolock — Attorney
Steven M. Wolock — *(Title, if any)*
(signature of representative or person making charge)

Address 400 Galleria Officentre, Suite 117, Southfield, MI 48034 — (313) 354-9650 *(Telephone No.)*

2/3/92 *(date)*

WILLFUL FALSE STATEMENTS ON THIS CHARGE CAN BE PUNISHED BY FINE AND IMPRISONMENT (U. S. CODE, TITLE 18, SECTION 1001)

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
REGION 8

NTA GRAPHICS, INC.	
and	Case No. 8-CA-24277
GRAPHIC COMMUNICATIONS INTERNATIONAL UNION, DETROIT-TOLEDO LOCAL 289, AFL-CIO-CLC	

COMPLAINT AND NOTICE OF HEARING

Graphic Communications International Union, Detroit-Toledo Local 289, AFL-CIO-CLC, herein called the Union, has charged that NTA Graphics, Inc., herein called Respondent, has been engaging in unfair labor practices as set forth in the National Labor Relations Act, 29 U.S.C. § 151 et seq., herein called the Act. Based thereon the General Counsel, by the undersigned, pursuant to Section 10(b) of the Act and Section 102.15 of the Rules and Regulations of the National Labor Relations Board, herein called the Board, issues this Complaint and Notice of Hearing and alleges as follows:

1. (A) The charge in Case No. 8-CA-24277 was filed by the Union on January 27, 1992, and a copy was served by certified mail on Respondent on January 27, 1992.

(B) The amended charge in Case No. 8-CA-24277 was filed by the Union on February 6, 1992,

and a copy was served by certified mail on Respondent on February 10, 1992.

2. (A) At all material times Respondent, an Ohio corporation, with an office and place of business in Toledo, Ohio, herein called Respondent's facility, has been engaged in high volume lithographic commercial printing.

(B) Annually, Respondent, in conducting its business operations described above in paragraph 2(A), sold and shipped from its Toledo, Ohio, facility goods valued in excess of $50,000 directly to points outside the State of Ohio.

3. At all material times Respondent has been engaged in commerce within the meaning of Section 2(2), (6), and (7) of the Act.

4. At all material times the Union has been a labor organization within the meaning of Section 2(5) of the Act.

5. At all material times the following individuals held the positions set forth opposite their respective names and have been supervisors of Respondent within the meaning of Section 2(11) of the Act and agents of Respondent within the meaning of Section 2(13) of the Act:

David Tremonti	Operations Manager
Mark J. Jacoby	Vice President of Finance

6. The following employees of Respondent, herein called the Unit, constitute a unit appropriate for the purposes of collective bargaining within the meaning of Section 9(b) of the Act:

> All full-time and regular part-time press room employees employed by the Employer at its Toledo, Ohio, facility, excluding all clerical employees and all professional employees, guards, and supervisors as defined in the Act and all other employees.

7. On September 9, 1991, the Union was certified as the exclusive collective-bargaining representative of the Unit.

8. At all times since September 9, 1991, based on Section 9(a) of the Act, the Union has been the exclusive collective-bargaining representative of the Unit.

9. About January 8, 1992, the Union, by letter requested that Respondent bargain collectively with the Union as the exclusive collective-bargaining representative of the Unit.

10. Since about January 15, 1992, Respondent has failed and refused to recognize and bargain with the Union as the exclusive collective-bargaining representative of the Unit.

11. By the conduct described above in paragraphs 9 and 10, Respondent has been interfering with, restraining, and coercing employees in the exercise of the rights guaranteed in Section 7 of the Act in violation of Section 8(a)(1) of the Act.

12. By the conduct described above in paragraph(s) 9 and 10, Respondent has been failing and refusing to bargain collectively and in good faith with the exclusive collective-bargaining representative of its employees in violation of Section 8(a)(1) and (5) of the Act.

13. The activities of Respondent described above in paragraphs 9, 10, 11, and 12, occurring in connection with the operations of Respondent described above in paragraphs 2 and 3, have a close, intimate and substantial relation to trade, traffic and commerce among the several states and tend to lead to labor disputes burdening and obstructing commerce and the free flow of commerce.

14. The unfair labor practices of Respondent described above affect commerce within the meaning of Section 2(6) and (7) of the Act.

PLEASE TAKE NOTICE that commencing at 10:00 a.m. on the 14th day of July 1992, and on consecutive days thereafter, a hearing will be conducted in Conference Room 301, Federal Building, 234 Summit Street, Toledo, Ohio, before an administrative law judge of the Board on the allegations in this complaint, at which time and place any party within the meaning of section 102.8 of the Board's Rules and Regulations will have the right to appear and present testimony.

RESPONDENT IS FURTHER NOTIFIED that, pursuant to Sections 102.20 and 102.21 of the Board's Rules and Regulations, Respondent shall file with the undersigned an original and four (4) copies of an answer to this complaint within 14 days from service of it, and that, unless Respondent do so, all the allegations in the complaint shall be considered to be admitted to be true and

shall be so found by the Board. Respondent is also notified that pursuant to the Board's Rules and Regulations, Respondent shall serve a copy of its answer on each of the other parties.

Form NLRB – 4334, Notice, and Form NLRB-4668, Statement of Standard Procedures in Formal Hearings Held Before the National Labor Relations Board in Unfair Labor Practice Cases are attached.

Dated at Cleveland, Ohio, this 25th day of February 1992.

/s/ Frederick J. Calatrello
Frederick J. Calatrello
Regional Director

Attachments

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
REGION 8

GRAPHIC COMMUNICATIONS INTERNATIONAL UNION, DETROIT-TOLEDO LOCAL 289, AFL-CIO-CLC, Charging Party, and NTA GRAPHICS, INC., Respondent.	Case No. 8-CA-24277

RESPONDENT'S ANSWER TO COMPLAINT

Respondent, NTA Graphics, Inc., by and through its attorneys, Shumaker, Loop & Kendrick, for its Answer to the Complaint herein, says that:

1. (A) It admits the allegations of Paragraph 1(A) of the Complaint.

(B) It admits the allegations of Paragraph 1(B) of the Complaint.

2. (A) It admits the allegations of Paragraph 2(A) of the Complaint.

(B) It admits the allegations of Paragraph 2(B) of the Complaint.

3. It admits the allegations of Paragraph 3 of the Complaint.

4. It is without knowledge or information sufficient to form a belief as to the truth of the allegations Paragraph 4 of the Complaint, and, therefore, it denies those allegations.

5. It denies the allegations of Paragraph 5 of the Complaint.

6. It denies the allegations of Paragraph 6 of the Complaint.

7. It denies the allegations of Paragraph 7 of the Complaint.

8. It denies the allegations of Paragraph 8 of the Complaint.

9. It denies the allegations of Paragraph 9 of the Complaint.

10. It denies the allegations of Paragraph 10 of the Complaint.

11. It denies the allegations of Paragraph 11 of the Complaint.

12. It denies the allegations of Paragraph 12 of the Complaint.

13. It denies the allegations of Paragraph 13 of the Complaint.

14. It denies the allegations of Paragraph 14 of the Complaint.

15. It denies all allegations in the Complaint not expressly admitted to herein to be true.

WHEREFORE, Respondent prays that the Complaint be dismissed and that it recover its costs and attorney's fees herein expended.

/s/ Timothy C. McCarthy
Timothy C. McCarthy

SHUMAKER, LOOP & KENDRICK
North Courthouse Square
1000 Jackson
Toledo, Ohio 43624-1573
(419) 241-9000

Attorneys for Respondent

CERTIFICATE OF SERVICE

This is to certify that the original and four (4) copies of the foregoing Respondent's Answer to Complaint were filed with Frederick J. Calatrello, Regional Director, National Labor Relations Board, Region 8, 1240 East Ninth Street, Room 1695, Cleveland, Ohio 44199-2086, and a copy was served, by United States mail, postage prepaid, upon Steven M. Wolock, Esquire, Klimist, McKnight, Sale, McClow & Canzano, P.C., 400 Galleria Officentre, 27710 Northwestern Highway, Suite 117, Southfield, Michigan, 48034-8460, Counsel for Charging Party, this 9th day of March, 1992.

/s/ Timothy C. McCarthy
Timothy C. McCarthy

Attorneys for Respondent

UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT

NATIONAL LABOR RELATIONS BOARD, Petitioner,	)	92 6085 (Filed Aug. 25, 1992)
v.	)	
NTA GRAPHICS, INC., Respondent.	)	

APPLICATION FOR ENFORCEMENT OF AN ORDER OF THE NATIONAL LABOR RELATIONS BOARD

To the Honorable, the Judges of the United States Court of Appeals for the Sixth Circuit:

The National Labor Relations Board, pursuant to the National Labor Relations Act, as amended (29 U.S.C. Sec.. 151, et seq.), hereinafter called the Act, respectfully applies to this Court for the enforcement of its order and shows:

(1) The unfair labor practice found by the Board occurred within this judicial circuit in the State of Ohio.

(2) On July 24, 1992 upon due proceedings had before the Board in said matter, the Board duly stated its findings of fact and conclusions of law, and issued an Order directed to the Respondent in Case No. 8-CA-24277.

On the same date, the Board's Decision and Order was served upon Respondent by sending copies thereof postpaid, bearing Government frank, by certified mail.

(3) Pursuant to Section 10(e) of the National Labor Relations Act, as amended, and pursuant to Rule 17(b) of the Federal Rules of Appellate Procedure, the Board will certify and file with this Court a certified list and record of all documents, transcripts of testimony, exhibits and other material comprising the entire record of the proceeding before the Board upon which the said Order was entered, which includes the pleading, testimony and evidence, findings of fact, conclusions of law, and the Order of the board sought to be enforced.

WHEREFORE, the Board prays this Honorable Court that it cause notice of the filing of this application to be served and that this Court take jurisdiction of the proceeding and of the questions determined therein and make and enter upon the pleadings, testimony and evidence, and upon the Order made thereupon a judgment enforcing the Board's order.

Aileen A. Armstrong
Deputy Associate General Counsel
NATIONAL LABOR
RELATIONS BOARD

Dated at Washington, D.C.
this 24th day of August, 1992.

UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT

NATIONAL LABOR RELATIONS BOARD, Petitioner, -vs- NTA GRAPHICS, INC., Respondent.	)	Case No. 92-6085 (Filed Sept 14, 1992)

* * *

ANSWER TO APPLICATION FOR ENFORCEMENT OF AN ORDER OF THE NATIONAL LABOR RELATIONS BOARD

To the Honorable, the Judges of the United States Court of Appeals for the Sixth Circuit:

Comes now NTA Graphics, Inc. [hereinafter "Respondent"], and pursuant to the National Labor Relations Act, as amended (29 U.S.C. §§ 151-69) [hereinafter the "Act"], files this Answer to the Application for Enforcement of an Order of the National Labor Relations Board issued by the Board against Respondent, its officers, agents, successors and assigns.

1. Respondent admits that the acts in issue in this case occurred within this judicial circuit in the State of Ohio. Except as so admitted, it denies the allegations contained in paragraph 1 of the Petitioner's Application for Enforcement.

2. Respondent admits that, on July 24, 1992, the Board issued an Order directed to the Respondent in Case No. 8-CA-24277, and that said Order was served upon

Respondent. Except as so admitted, it denies the allegations contained in paragraph 2 of the Petitioner's Application for Enforcement.

3. Respondent has no knowledge of the matters alleged in paragraph 3 of Petitioner's Application for Enforcement.

4. Further answering, Respondent states that there is no substantial evidence on the record, considered as a whole, to support the findings of the Board that Respondent committed unfair labor practices within the meaning of Section 8(a)(1) and Section (a)(5) of the Act [29 U.S.C. § 158(a)(1) and (5)], and to support the Order of the Board based on such findings.

WHEREFORE, Respondent prays that the Court enter a decree denying enforcement of the Order of the National Labor Relations Board.

/s/ Timothy C. McCarthy
Timothy C. McCarthy

SHUMAKER, LOOP
& KENDRICK
North Courthouse Square
1000 Jackson Street
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(419) 241-9000

Attorneys for Respondent,
NTA Graphics, Inc.

Dated at Toledo, Ohio this 11th day of September, 1992.

UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT

NATIONAL LABOR RELATIONS BOARD,	)	Case No. 92-6085
Petitioner,	)	
-vs-	)	
NTA GRAPHICS, INC.,	)	
Respondent.	)	

* * *

CERTIFICATE OF SERVICE

The undersigned certifies that copies of the foregoing Answer to Application for Enforcement of an Order of the National Labor Relations Board have this day been served by First Class Mail upon the following at the addresses listed below:

Aileen A. Armstrong,
Deputy Associate General Counsel
William M. Bernstein, Esquire
National Labor Relations Board
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Frederick J. Calatrello,
Regional Director
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Steven M. Wolock, Esquire
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/s/ Timothy C. McCarthy
Timothy C. McCarthy

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Attorneys for Respondent,
NTA Graphics, Inc.

Dated at Toledo, Ohio this 11th day of September, 1992.